



Position Title: Intake/Placement Coordinator
Reports To: Administrative Assistant II
Department: REVEST Program
Prepared By/Date: Yuri Ybarra/6-18-2010
Approved By/Date: Chandra Marie Ferrer/6-18-2010
Revised: Jennifer C. Brito/7-29-2010

Job Code: 0710
Job Group: PEC
Salary Grade: 13
FLSA Status: Exempt

Summary:

The Intake/Placement Coordinator has direct responsibility for the intake, assessment, and counseling process and ensures compliance with program goals and objective in four (4) centers.

Essential Duties and Responsibilities:

- Coordinates all activities with external Service Providers Agencies.
- Undertakes all planning of orientations and testing activities.
- Monitors data input process to ensure timely and accurate data collection and entry.
- Assists in preparing quarterly reports.
- Responds to yearly monitoring visits from the Department of Children and Families.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Extensive knowledge of the following languages: English, Spanish, Russian, Swedish, French (basic level)
- Knowledge with Microsoft package; XOR Compact Bookkeeping
- Knowledge of Network courses, personal computers and standard programs
- Knowledge and skill in Microsoft Office Suite programs
- Excellent communication and interpersonal skills
- Skills in programming with Visual Basic
- Ability to work in a multi-cultural and multi-ethnic environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in appropriate field from a regionally accredited institution and four (4) years of related experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name