



Position Title: Part-Time Intake Advisor

Job Code: 8311

Grade: CT

Reports To: Intake and/or Outreach Center Coordinator/REVEST Program

FLSA: Exempt

Job Description:

The Part-Time Intake Advisor serves as the initial contact person for each refugees client, conducts the intake process and monitors the refugees process in VESOL program courses.

Duties & Responsibilities:

- Establishes the refugees history, interests and goals
- Identifies social services needs; referring refugees to the appropriate agencies for services outside the scope of the program
- Develops a strategic plan for each refugee in terms of the course of action to follow for ultimate job placement
- Conducts all case management activities
- Maintains the student database and assists in the preparation of program reports
- Recruits, conducts case management and case file maintenance
- Confers with the refugees in determining placement in classes which include English as a second language training, vocational training programs, employability skills and acculturation/civic orientation
- Serves as liaison between refugees and other service provider agencies as well as other departments
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in appropriate field from a regionally accredited institution and two (2) years of related experience
- Must be computer literate
- Excellent oral and written skills are essential
- Must be able to travel to other MDC campuses and REVEST outreach centers, as required to monitor student attendance and complete case management duties
- Multi-lingual in Creole and/or Spanish is desirable
- Excellent interpersonal skills

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name