

Los Angeles Mission, Inc.
Job Description

Job Title: Intake & Admissions Coordinator
Department: Women's Resident Ministries
Reports To: Director of Operations MRM in Woman's Resident Ministries
FLSA Status: Regular, Part-Time, Non-Exempt
Grade: 3
Prepared By: Human Resources Department
Revised Date: Revise October 2019

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Primary function is to ensure smooth coordination of intake and admissions process and assists with program operations by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Conducts all intakes for new clients and client track assessments for new students.
- Responsible for all intake and admissions administrative documentation.
- Arranges for psychological evaluation or any other required services for prospective Fresh Start participants.
- Manages Client Track documentation as relevant to intake & admissions.
- Refers students or guests to mental health for assessment when necessary.
- Reviews all admissions documentation with candidates, including the ADC policies and procedures.
- Serves as support system as vital member of the ADC staff as deemed appropriate, upon request of immediate supervisor.
- Maintains accurate student files both paper and electronic versions.
- Participates in active recruitment and outreach to bring in new clients and establish program waiting list for program admission, under the leadership of V.P. of Women & Family Program.
- Able to demonstrate an ability to function as a team player.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree and/or extensive administrative experience.

TECHNOLOGY SKILLS:

Computer literacy is required. Must minimally be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like ADP Workforce Now Employee/Manager Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to read and interpret general business periodicals, professional journals, journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual, English/Spanish preferred.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

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. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include peripheral vision.

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, employee may be exposed to some abuse from angry students or guests. Employee is regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date