

**Oregon Child Development Coalition
JOB DESCRIPTION**

Position Title:	Intake Worker (Authorized Counties Only)
Wage/Hour/Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Pay Grade:	7
Reports to:	ERSEA Supervisor
<i>Employee's signature of acknowledgment and understanding of this document:</i>	
_____ <i>Date</i> _____	

Position Summary:

Assesses program eligibility, screens and refers families seeking services and conducts outreach activities as needed. Works with low income and farm-worker populations in a bilingual setting.

Essential Functions:

Regular and consistent attendance is an essential function of this position.

1. Screen and orient families seeking services utilizing social service skills.
2. Facilitate the completion of all necessary enrollment documentation such as eligibility and assessment forms, and information & referral logs as assigned. Utilize the agency software and data base when necessary.
3. Assist the ERSEA Family and Community Partnership System Supervisor (ERSEA Supervisor) in the selection of children through the appropriate Waiting List, as well as in the monitoring of enrolled children attendance and follow up of absences and their possible causes.
4. Identify and recruit children and families for program enrollment. Distribute outreach materials and work with community partners to inform them of our services and programs.
5. Assess individual families' needs and provide services, information, advocacy or referral in collaboration with Family and Health Services as appropriate.
6. Coordinate efforts with other staff members to maximize services. Effectively communicate and cooperate with all families.

7. Maintain and develop community contacts and liaisons. Attend workshops and conferences as appropriate, and make presentations regarding program services and history when opportunities exist. Document these activities in agency forms and databases.
8. Confidentially maintain all applicable information, including paper and computer files, surveys, reports, etc. Maximize the organization of program information, resources and contacts with use of computer.
9. Comply with all agency safety standards, support and participate in creating a safe work environment, and immediately report any unsafe or hazardous working conditions and/or any injury.
10. Perform other duties as assigned by supervisor and/or Program Director.

Education Requirements:

High School Diploma or GED required; AA/BA preferred.

Other Job Requirements:

1. Bilingual English/Spanish required. Must read, write and speak Spanish fluently.
2. Excellent written and oral communication skills - ability to represent organization at community meetings.
3. Basic knowledge and skills in marketing and customer service.
4. Community development /capacity building and outreach experience.
5. Computer skills including MS Office.
6. Excellent organizational skills.
7. Must perform duties with little direction given, operating from established directions and instructions.
8. Must be enrolled in Oregon Criminal History Registry.
9. Ability to pass an agency sponsored physical examination including TB screening documented.
10. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.

Physical Requirements of the Job:

Please see attached Physical Job Analysis.

Job Conditions:

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. Frequent travel to different sites, depending on the needs of the parents and families. Position also requires some travel to different locations across the state.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Considerable amount of variable levels of concentration with frequent or constant interruptions.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.