

Family Intake Specialist

Reports to Senior Family Advocate

Full-time/1 night per week

Location: HomeFront Family Campus

Summary

The Family Intake Specialist will interview and enroll guests in the Campus programs; assure that all guests are maintained in an environment that meets the comfort, safety and security of each person in residence implementing strategies consistent with the philosophy of HomeFront and the HomeFront Family Campus; provide case management services with the specific objective of assisting families to transition into permanent housing, a stable living situation, and self-sufficiency; and will provide general staff support to other Family Care Advocates and Families

Essential Job Functions:

- Perform all Family Care Worker Duties
- Develop and Deliver Men's Programs
- Maintain a case load
- Contact MCBOSSE every morning for new referrals
- Conduct guest intake interviews and orientation
- Conduct BSI survey and maintain schedule book for Ms.Jocelyn Cooper
- Conduct urine drug tests as needed and maintain a monthly log book with results
- Provide individualized intensive case management services for HFC guests
- Develop and maintain updated resource list of programs and services
- Research community social services that are needed by program recipients and provide guests with appropriate targeted information and referral
- Lead and participate in joint casings of HFC guests with outside service providers
- Work cooperatively with campus staff to ensure smooth functioning of the HomeFront Family Campus Program
- Monitor all groups facilitated at HFC as well as MIG (Morning Inspiration Group)
- Conduct Substance Abuse Group after completion of 30 day Orientation
- Develop and maintain cooperative working relationships with other social service agencies and volunteers
- Conduct Transports for clients as needed
- Compile monthly statistics regarding clients
- Write and deliver citations
- Work one night per week – 1-9 shift
- Attend Monthly Staff Meeting(3rd Thursday of each month) and Community Meetings(2nd Thursday of each month) from 5:30pm-7:30pm

- Inspect HFC and guest rooms for neatness, safety and sanitation
- Monitor Medication Log Book by making sure all clients are taking their medications as prescribed, signing off when medication is taken as well as staff signing off when giving out medication
- Report to Center Director all health or safety issues observed
- Maintain and protect agency, employee, and client confidentiality
- Cover the FCW Hub as needed, always greet guests and clients with a welcoming smile and friendly manner
- Conduct in-house Case Reviews and Family Case Management meetings
- Other related duties as deemed necessary

Job Competencies

- Team Building
- Crisis management
- High Level of Integrity
- Strong and effective written and oral communication skills
- Interviewing techniques and theories
- Presentation Skills
- Documentation Skills
- Understanding of Homelessness and Poverty
- Problem Solving/Analysis
- Strong Interpersonal Skills

Technical Skills

- Intermediate Microsoft Office Application Skills
- Interview Skills

Requirements

- Knowledge of Local Community Service
- Satisfactory to background clearance, finger printing and child abuse index
- BA degree and course work in Social Work, Sociology, Psychology or related field, and/or five years work experience in a social services setting

Physical Requirements

- Must be able to lift up to 25 lbs
- Must be able to walk, stand and sit for long periods of time
- Must be able to walk up and down several flights of steps
- Job operates in a residential facility which routinely uses standard office equipment
- Exposure to the outdoors and inclement weather is possible