



JOB POSTING

Position title: Intake Specialist

This position completes intakes and initial screening for the Relative Caregiver Program and conducts preliminary eligibility screening for the program and assigns referrals to the Family Advocates.

Duties and Responsibilities

- Provide information regarding relative caregiver services to potential clients and community partners.
- Complete initial relative caregiver intake and determine pre-eligibility.
- Perform necessary data-entry, reporting, and tracking functions of the intake process.
- Provide general information and referral services to any person calling or coming to the agency.
- Work closely with the Program Manager in order to identify cases that have immediate or emergent needs.
- Maintain and update waiting list, including regular review with the Program Manager and Supervisors for case assignment.
- Collect demographics on referrals.
- Distribute monthly program newsletter.
- Communicate effectively and professionally with callers and walk-ins to the agency.
- Facilitate relative caregiver support groups and enrichments.
- Make soft hand offs or referrals to clients who may not be eligible for relative caregiver services.
- Regular attendance during office hours and reliable transportation required.

Requirements: This position requires a Bachelor's degree in Social Work or a related discipline, or three to four years of related experience and/or training; or equivalent combination of education and experience.

Submit resume to hrdept@fcsnashville.org

EOE M/F/D/V