



JOB POSTING

Position title: Bilingual (English / Spanish) Intake, Data, & Administrative Coordinator

This position is responsible for providing administrative and operational support to the staff of Connecting Forward.

*****Applicant must live in Tennessee*****

Duties and Responsibilities

- Provide information regarding Connecting Forward and F&CS services to potential clients and community partners.
- Complete initial Connecting Forward and Counseling intake and determine pre-eligibility.
- Perform necessary data-entry, reporting, and tracking functions of the intake process and case management process.
- Create data tracking and reporting processes for case management and counseling
- Provide general information and referral services to any person calling or coming to the Agency.
- Work closely with the Housing and Referral Supervisor, Connecting Forward Director, and Clinical Director in order to identify cases that have immediate or emergent needs.
- Maintain and update waiting list, including regular review with the Housing and Referral Supervisor, Connecting Forward Director, and Clinical Director for case assignment.
- Collect demographics as the referrals come in.
- Develop and distribute monthly program newsletter.
- Communicate effectively and professionally with callers and walk-ins to the agency.
- Manage requests for copies of files.
- Provide logistical support to Housing and Referral Supervisor, Connecting Forward Director, and Clinical Director.
- 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. Must be bilingual in written and spoken Spanish and English.

Submit resume to hrdept@fcsnashville.org

EOE M/F/D/V