

## **CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Admissions Specialist	<b>STATUS:</b>	Non-Exempt – 35 hrs/wk
<b>DEPARTMENT:</b>	Gateways	<b>LOCATION:</b>	Elmira, NY

### **PRIMARY FUNCTIONS:**

Under the supervision of the Senior Residential Supervisor, the Admissions Specialist is dedicated to offering Catholic Charities residential housing recipients the resources and support needed to rebuild their lives and become self-sufficient members of the community. The Admissions Specialist plays a critical role in our mission by working with individuals and families to help them obtain and retain residential housing. The Admissions Specialist also works closely with case managers in providing comprehensive care and support to the individuals they serve in common. The Admissions Specialist especially contribute their knowledge of public and private housing resources in the community, as well as a working knowledge of housing discrimination laws, landlord and tenant responsibilities and housing rights. The Admissions Specialist will review, screen, and maintain complete resident records on all residential housing referrals and ensure program criteria and eligibility are met and all supporting documentation is present. The Admissions Specialist will assist with identifying and securing residential housing units as well as complete Agency admissions and data entry in agency software systems (e.g, AWARDS and Child & Adult Integrated Reporting System (CAIRS)). The Admissions Specialist will be responsible for preparing reports of activities as requested, monitoring operating practices/procedures and recommending changes to promote efficiency.

### **SPECIFIC DUTIES:**

1. Conducts housing-related screening, client intake and assessments to assess the need for services/supports and to ensure that all documentation is complete.
2. Ensures that all program criteria and eligibility are met in accordance with established regulations/guidelines/procedures.
3. Assesses, advocates, and provides linkages to community-based services to individuals.
4. Processes Catholic Charities residential housing admissions in accordance with established procedures.
5. Developing relationships with area landlords in order to facilitate recipient placement.
6. Assist recipients with the housing search process, including (as needed) helping recipients identify suitable housing options, accompanying recipients to view units, advocating for recipients with landlords, and assisting recipients with paperwork.
7. Completes the initial Housing Quality Inspection packet (HQI) for all program recipients prior to admission.
8. Coordinates all move-in dates with the Associate Director or assigned supervisor and assists the maintenance department with the delivery and set-up of necessary furniture, housing supplies and window treatments, etc. Assists with the purchase of furniture/housing supplies as needed.
9. Represents Catholic Charities at agency and community-based meetings as required/requested.
10. Attends Catholic Charities staff meetings and staff development/trainings.
11. Maintains compliance with federal, state, local and Catholic Charities policies.
12. Prepares reports in accordance with established procedures.
13. Other duties as assigned.

**TITLE OF DIRECT SUPERVISOR: Senior Residential Supervisor**

### **QUALIFICATIONS:**

Associates degree in Human Services field.

Minimum of two years' experience working in the field with diverse and special needs populations.

A combination of education and experience may be substituted at the discretion of the Executive Director.

### **ADDITIONAL REQUIREMENTS:**

- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.

## **CATHOLIC CHARITIES OF CHEMUNG/SCHUYLER POSITION DESCRIPTION**

- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Working knowledge of community resources and funding systems external to the agency.
- Background checks may be required per program regulations.
- Compliance: Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

**Ability to meet the following physical requirements with or without reasonable accommodation:**

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents.