



Rose Andom Center

One Place. Immeasurable Hope.

Rose Andom Center Job Announcement for Intake Specialist June 4, 2019

The Rose Andom Center, Colorado's first family justice center, improves the lives of domestic violence victims by facilitating better access to services and staff of community organizations and government agencies in a single, safe location. At the Rose Andom Center organizations and agencies work together under one roof to provide for the needs of individuals and families affected by domestic violence.

Job Title: Intake Specialist

Status: Full Time-Exempt

Salary Range: \$34,000 to \$38,000

Full Benefits package including health, dental and vision insurance, FSA, retirement, covered parking and a supportive team environment.

Reports to: Program Coordinator

Closing Date: June 14, 2019

Job Summary: The Intake Specialist plays a crucial role in the operations of the Rose Andom Center. The Intake Specialists are the "face" of the Rose Andom Center and its partner agencies, providing the first point of contact to victims of intimate partner violence and assisting with their navigation among community and governmental partner agencies.

The Intake Specialist is required to address a variety of client needs, including those of clients in crisis, as well as victims along their path to healing. An awareness of the complexity of domestic violence and related issues, the ability to maintain extremely high levels of confidentiality and strong interpersonal skills are necessary to be a successful candidate for this position.

Job Duties and Responsibilities:

- Conduct initial screening with clients entering the Rose Andom Center to assess if they are appropriate for onsite services;
- Meet with clients to complete all initial paperwork, conduct initial risk assessment, discuss confidentiality parameters and review the full spectrum of services available to clients at the Rose Andom Center. Work with each client to identify services needed; facilitate a plan to access and prioritize services with appropriate service partners.
- After initial intake and/or referral to agency partners, the Intake Specialist assists with guiding clients' access to additional services requested to address their short and long-term needs as needed;
- The Intake Specialist serves as a single point of contact for the client, acting as a central contact for client navigation and access to services at the Rose Andom Center;
- Responsible for data tracking of Rose Andom Center clients and client flow throughout the building;
- Promote interaction with volunteers and participate in volunteer trainings as needed;

- Work closely and cooperatively in a team setting with Rose Aandom Center staff, Agency Partner staff and volunteers;
- Other duties as assigned.

Job Qualifications, Knowledge, Skills, and Abilities:

- Bilingual Spanish speaking preferred, other languages welcome.
- Minimum of Bachelor's degree in social work or human service related field required; additional related education or experience that clearly demonstrates the ability to perform the essential functions of the position may be considered;
- Prior experience or demonstrated knowledge of domestic violence dynamics and crisis intervention.
- Knowledge of human service delivery systems and systems advocacy responsibilities; knowledge of the criminal justice system as it relates to domestic violence and related sexual assault.
- Awareness of the domestic violence community and resources;
- Familiarity with the Family Justice Center movement and model of service delivery;
- Excellent communication and interpersonal skills, with the ability to prioritize and work independently, while participating as a strong collaborative team member with a culturally diverse team of staff, volunteers, and clients.
- Successful completion of a criminal background check.

Please send resume and cover letter to Margaretabrams@roseandomcenter.org by June 14, 2019.

The Rose Aandom Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, compensation and training.

