

## **ENROLLMENT SPECIALIST CONTRACTOR**

### **QUALIFICATIONS**

1. Knowledge of social work philosophy, principles and methods, and an ability to use this knowledge positively in casework practice.
2. Understanding of community resources.
3. Ability to analyze behavior significance, formulate a plan of action and write evaluative social histories, progress notes and reports.
4. Willing to work a flexible schedule, including evenings and weekends.
5. Experience with computer programs such as Microsoft Word and Excel.
6. Valid driver's license and proof of auto insurance.
7. Professional attitude and manner.
8. Ability to relate well to adults and youth.
9. Verbal and written communication skills.
10. Emotional maturity, good judgment, integrity, flexibility, resourcefulness, and enthusiasm.
11. Ability to work independently with minimal supervision.
12. Commitment to the mission of Big Brothers Big Sisters.
13. Commitment to the role as advocate to BBBSNEI's culture of distinction that revolves around our core values of safety, integrity, passion, customer service, excellence, ownership, and communication.

### **EDUCATION**

Bachelor's degree preferred in Social Work, Psychology, or an agency approved related field. High school diploma/GED equivalent and four years of agency approved work required if no bachelor's degree.

### **POSITION RESPONSIBILITIES**

1. To conduct volunteer enrollments, including individual orientations, interviews, and completion of any other enrollment processes. Determine if home visit is necessary and complete as indicated (some travel will be required).
2. To conduct client interviews including parent/child interviews, child safety education and enrollment processes. Assess and refer families for alternative or additional services as needed (some travel will be required).
3. To ensure high-level proficiency in applying child safety and risk management knowledge, policies, and procedures throughout all aspects of job function. Identify child safety issues for volunteers, child and their families.
4. To provide timely and comprehensive reports and recommendations for participation in the program based upon assessments of each individual volunteer and child.

5. To formulate, integrate and administer the Agency's grant programs in the enrollment process.
6. To collaborate with other service delivery staff to ensure smooth transition among functions.
7. To identify and eliminate any barriers interfering with the completion of the enrollment process.
8. To conduct volunteer and child reassessments/updates as indicated.
9. To review all enrollment information and assessments and make recommendations for participation in the program based on this information. Assess and apply factors contributing to successful match.
10. To work with Enrollment staff to help identify Littles and their suitability for matching effectively aligning volunteers' and child's interests.
11. To maintain accurate paperwork for each match according to BBBSA and agency standards.
12. To enter information into the computer as information is gathered.
13. To actively market and recruit volunteers.
14. To attend meetings with manager and staff as needed.

#### **SUPERVISION**

1. Reports to the Chief Administrative Officer

#### **SALARY AND BENEFITS**

\$100 per interview, \$20 for no-call no-show or cancellations, \$20 per hour for training & meetings.

**Job Type:** Contract

**Salary:** \$20.00 per hour

#### **Schedule:**

- Monday to Friday

#### **Ability to commute/relocate:**

- Fort Wayne, IN 46807: Reliably commute or planning to relocate before starting work (Required)

**Work Location:** In person