

## POSITION ANNOUNCEMENT:

### WE CARE INTAKE COORDINATOR (PART TIME)

**Employer:** We Care (Corvallis-Benton County Council of Religious Organizations), Corvallis OR

**We Care** is a 501(c)3 that provides financial aid to persons in Benton County OR who have a financial emergency. Persons in need submit applications to We Care's intake office. Intake volunteers interview the applicants, screen for eligibility, verify information with the service provider who will receive the assistance check (e.g. property manager), and prepare a request to the We Care board. The board members have no contact with the applicants, but have the responsibility for collecting and allocating assistance funds; they make the decisions about which requests are funded. Checks for approved requests are distributed to the payees (not the applicant), by the intake office.

The **Intake Coordinator** oversees the intake process to ensure it is consistent with the intent of the We Care bylaws, reflects the desires of the We Care board, and enables a compassionate response to those seeking assistance.

### JOB DESCRIPTION

**Tasks.** The Intake Coordinator duties include three major categories: Administration, Management, and Intake Volunteering.

1. **Administration:** facilitating the intake process, and supporting the board
  - Meeting with the We Care board on a weekly basis
  - Overseeing writing of weekly request list to the board, and letters to payees.
  - Overseeing maintenance of the intake databases
  - Coordination of financial assistance with partner agencies
  - Assist with revising Intake Policies, Procedures, and Forms
  - Writing of reports for triannual and special meetings and on request
  - Overseeing maintenance and revision of the We Care Web Page
  - Other duties as requested by the We Care board
2. **Management:** overseeing the performance and well-being of intake volunteers
  - Training of volunteers: initial training of new volunteers, organizing ongoing continuing education of experienced volunteers (e.g. trauma informed care)
  - Scheduling of volunteers and intake tasks
  - Support for intake volunteers: volunteer meetings, being on-call to answer questions from volunteers, taking difficult cases
  - Quality control: assure adherence to board policy, as well as consistency and coordination among intake volunteers.
  - Oversee special projects performed by intake volunteers.
3. **Filling in for volunteers**
  - Fill-in to complete intake volunteer tasks as needed (e.g. situations of high intake work load, or intake volunteer absence)

## **JOB LOCATION**

The We Care intake office is located in Corvallis, Oregon. Regular on-site presence in the intake office is required of the intake coordinator.

## **SUPERVISION OF THE INTAKE COORDINATOR**

The intake coordinator works independently, but is responsible to and reports to the board in general, and to the president of the board, meeting regularly with a board appointed supervisor for feedback and support in the role of intake coordinator.

## **JOB REQUIREMENTS**

### ***Required:***

- Bachelor's degree or substantial pertinent experience.
- Excellent verbal and written communication skills in English.
- Strong computer skills with Microsoft Office and Google
- Comfort with basic math skills related to finances and statistics.
- Understanding of economic/financial problems that may occur and their root causes.

### ***Preferred:***

- Two years of experience in a social service organization.
- Fluency in Spanish.
- Understanding of Benton County social service organizations

**WORK LOAD:** 20 hr per week, scheduled as appropriate to fulfill duties

**COMPENSATION:** \$22-\$25 per hour, depending on experience;

**BACKGROUND CHECK** will be required.

**JOB APPLICATION PROCESS:** Submit application form and a letter giving details of experience, as well as any other information you believe the Board could use in assessing your candidacy. Selected applicants will be interviewed by members of the We Care board and an intake volunteer. Final candidates will be asked to provide three references. Selected candidate will need to pass a background check. The We Care Board of Directors will make the final hiring decision.

Submit application to: [kate@wecarecorvallis.org](mailto:kate@wecarecorvallis.org)

**JOB APPLICATION DUE DATE:** All applications received by January 30, 2024 will be reviewed at that time; applications will be accepted until the position is filled.

**DESIRED START DATE:** As soon as possible, but preferably by February 20, 2024.