Position Description
Intake Coordinator - Volunteer

Position Summary

Accesses service request for eligible care recipients of FIAMC services. Oversees intake assignments.

Position Type: Volunteer   **Reports To:** Office Coordinator **Hours:** Varies with need

Duties and Responsibilities

- Process requests for services to insure that request fall within FIAMC mission guidelines
- Meets with potential care recipients, or assigns intake volunteer, to determine appropriateness to receive FIAMC services within 1 week of receiving request.
- Completes intake paperwork (or f/u with intake volunteer regarding completion)
- Assist with intake forms development
- Attend quarterly staff meetings
- Attend monthly volunteer training (optional, but highly recommended)

Job Requirements

- Ability to develop rapport with a diverse number of individuals
- Though medical is not necessary, sharp attention to detail, including health issues is helpful
- Must have valid drivers license and reliable vehicle
- Must possess a high level of energy, motivation, persistence and a positive attitude
- Must have good understanding of FIAMC policies & practices

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee Name	**Employee Signature**	**Date**
Manager Name	**Manager Signature**	**Date**