



JOB DESCRIPTION

Position Title: ENROLLMENT AND MATCH SUPPORT SPECIALIST	Job Code:	Salary Range: \$22,880 - \$38,854
Department: Program Service Delivery	Location: BBBS home office 505 N Columbia Ave., Sheffield, AL	
Reports To: CEO	Number of People Supervised: 0	

POSITION PURPOSE

Essential to the BBBS brand, the primary function of this position is to ensure that volunteers and children are appropriately enrolled while executing a high degree of independent judgment when utilizing BBBS standards and practices. A high-level customer service, focusing on volunteer screening and child safety, is to be demonstrated throughout the volunteer and child enrollment process.

Performance Measures: The successful incumbent will produce positive outcomes in the following areas: volunteer yield and processing time; youth yield; youth/parent processing time, customer satisfaction, match goals met, match support contacts done at the % rate required by BBBSA.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assess volunteer "fit" to BBBS. Conduct volunteer enrollments, including: individual orientations, child safety training, criminal records checks, reference checks, interviews, home visits and completion of any other enrollment processes.
- Conduct client enrollments including putting together file folders, child safety education, school check, home visits, parent/child interviews and other enrollment processes. Assess and refer families for alternative or additional services as needed.
- Ensure a high-level of proficiency and skill in applying child safety and risk management knowledge, policies and procedures throughout all aspects of job function. Identify child safety issues for volunteers, children and their families.
- Review and follow-up on volunteer references as necessary to gain additional data to complete the volunteer assessment process.
- Conduct volunteer and client reassessments/updates as indicated.
- Identify and eliminate any barriers interfering with the completion of the enrollment process.
- Attends Children's Policy Council meetings, Community Service Council Meetings and other meetings/trainings/conferences as assigned by the CEO.
- Conduct Match Support Contacts with all participants. Maintain accurate and timely records for each match according to standards and utilize technology to report.
- High degree of collaboration with other service delivery staff to ensure smooth transition among functions.
- Helps plan and chaperone children's activities.
- Sets up booths at community fairs, etc. Interacts with the public regarding services and volunteer opportunities. Recruits clients and volunteers for the program.
- Assists with agency fundraising events.

Serves as Public Awareness Coordinator and conducts trainings concerning child abuse and neglect prevention.
Other duties as assigned

EDUCATION& RELATED WORK EXPERIENCE
Education Level:
Minimum Bachelor's degree in Sociology, Social Work, Family Studies or related field.

Years of Related Work Experience :
Experience working with both child and adult populations; specific assessment, intake or interview experience preferred. Must have car, valid driver's license, and meet state required automobile insurance minimums.

SKILLS AND KNOWLEDGE		
	Required	Preferred
Proficiency in Microsoft Office; including Word, Outlook, and Excel.	X	
Excellent relational assessment skill.	X	
Oral and written communication skills reflect solid customer service.	X	
High-level interviewing skills.	X	
Ability to form appropriate assessment-based relationships;	X	
Ability to relate well in multicultural environments;	X	
Ability to maintain confidentiality throughout daily operations;	X	
Ability to effectively collaborate with other volunteer match staff;	X	
Ability to use time effectively; focus on details	X	

TRAVEL REQUIREMENTS	12.5% of time
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WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
Routine office environment. Generally 9am until 5pm. Some night events and around 6 weekend events. Flexible work hours to meet customer needs. When home visits are indicated, must travel to local communities and neighborhoods. Must be able to see, hear, speak, drive, operate a computer and lift & carry at least 30 lbs.

Core Competencies	High Performance Indicators
Resilience & Flexibility	Able to interpret situations and information objectively when stressed; remain calm and professional in potentially difficult or emotionally charged interpersonal interactions; maintain high productivity in stressful situations; maintain high performance in the face of setbacks or changing circumstances; view failures objectively and rebound quickly; work to clarify situations where information or objectives are ambiguous.
Communication - Verbal and Written	Able to practice active and attentive listening skills to verify understanding; adapt communication content and delivery to individual needs; proactively inform others about developments relevant to the team; openly and diplomatically express opinion, even when different from that of others; translate what is heard, observed or assessed into documentation that is accurate, concise, and clearly communicates key information to others with a need to know.
Decisiveness & Judgment	Able to demonstrate good and ethical judgment in routine, day-to-day decisions; independently make decisions and take action, even in non-routine situations; consider impact of various options when making decisions; use good judgment in deciding whether to make a decision or escalate it to a supervisor for additional consultation; use an awareness of formal and informal decision-making channels to achieve desired results.
Gets Results	Able to demonstrate high personal work standards, balancing quality and quantity with a sense of urgency about results; do everything possible to meet goals and deadlines; persist in the face of repeated challenges; accept responsibility for improving the quality, efficiency and outcomes of own work.
Customer Focus	Able to build strong working relationships with internal and external customers; identify unexpressed customer needs and potential services to meet those needs; independently anticipate and personalize communication/approach to fit different perspectives, backgrounds or styles of individuals; prioritize work in alignment with the needs of the customer; use customer knowledge and feedback to improve own work results.
Problem Solving & Analysis	Able to gather appropriate data and diagnose a situation before taking action; separate causes from symptoms; apply lessons learned from others who encountered similar problems or challenges; anticipate problems and develop contingency plans to deal with them; develop and evaluate alternative courses of action.

Strategic Alignment	Able to align own work objectives with the organization's strategic plan or objectives; take organizational priorities into consideration when making choices and trade-offs in own work; act with an understanding of how the community affects the business and how own actions and decisions affect other jobs or outcomes; maintain perspective between the overall picture and tactical details.
Valuing Diversity	Able to seek out and work effectively with others who have diverse perspectives, talents, backgrounds, and/or styles; contribute to a team climate in which differences are valued and supported; challenge any stereotyping or offensive comments; seek and respond to feedback from others about his/her own behavior that might be perceived as biased.

Equal Employment Opportunity

BBBS provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, gender/gender identity or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSA may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date:	Revision Date:
Supervisor: I have approved this job description and reviewed with my employee. Signature: _____ Date: _____	
Employee: I have reviewed this job description with my supervisor and acknowledge receipt. Signature: _____ Date: _____	
Human Resources: Signature: _____ Date: _____	