



INTAKE ENROLLMENT SPECIALIST

Reports to: Program Manager	Pay: \$33,280 - \$41,600 (100% FTE) \$16.00 - \$20.00 per hour	Employees to be supervised: N/A
		Status: Salary – Non-Exempt
Location: Canoga Park, CA or Van Nuys, CA		Work Hours: Monday – Friday 40 hours/ week, some evenings and weekends required 10AM - 7PM Mon - Thurs., 8AM - 5PM Fri

At NEW, we believe that Poverty is a monster destroying hope and prosperity in the lives of low income communities and their families. Using NEW’s transformative approach we connect people, communities, and families to their own sense of power and economic mobility. We implement a holistic approach in all we do by addressing families' basic needs, such as finding a stable and safe place to live, to supporting ambitious plans such as purchasing a home or starting a business.

At NEW we respect and honor all families, communities and cultures. We encourage innovation and “thinking outside the box”. We expect all employees to connect, create, and celebrate by being authentic, bold, engaged and transformational.

Position Summary:

Interviews clients/prospective clients to identify the status of their eligibility for participation in the FamilySource Program. Extracts detailed qualitative data, creating excellent case notes for every individual and/or family. Assesses applicant’s needs and determines the services to which they should be referred. Ensures the complete and accurate compilation of new and rollover files and submits referrals. All FSC-staff must understand the FSC program purpose, vision and objectives, be knowledgeable of services and resources, and engage in the following activities: outreach, intake/assessments, referrals, and customer follow up. As an ambassador for the organization, this person is also responsible for actively supporting the overall mission and vision of NEW

Duties and Responsibilities:

- Actively listen to the stories of 100 - 200 members of the community per month.
- Create detailed case notes of the current situation and aspirations of each person/family.
- Document required proof of identity, residence, and income.
- Administer and complete program enrollment forms with attention to detail.
- Provide written and verbal descriptions of the program.
- Thoughtfully assess and refer participants to applicable services.
- Use high level of interaction with the community to advise the creation or renovation of programs and services both within and outside of NEW.
- Assist in preparing reports for local government, fund development, and partnering agencies.
- Provide general office support to fellow FSC staff.
- Distribute transportation assistance upon enrollment as needed.
- Support the facilitation of community events.

Qualifications and Experience:

- Bachelor’s Degree strongly preferred
- Must have excellent Oral and Written Communication Skills
- Must have excellent Documentation Skills
- Must have a Professional Demeanor
- Must have strong computer skills
- Must have excellent Time Management Skills
- Research experience preferred
- Qualitative data management experience preferred
- Motivational interviewing experience preferred



New Economics for Women®

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Additional Requirements:

- Must have a valid California Driver's License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Fluent in Spanish

Apply via e-mail or website only

Submit your resume with a cover letter:

Via Website: <https://neweconomicsforwomen.org/our-job-openings/>

Via E-mail to hr@neworg.us

(Please ensure to include the position you are applying for on the subject of your e-mail)

For additional information you may contact Human Resources:

303 S Loma Drive, Los Angeles, CA 90017 | (213) 483-2060 Ext-311

E-mail hr@neworg.us

Stay Connected:



Learn more about us at: www.neweconomicsforwomen.org

New Economics for Women (NEW) creates economic and educational opportunities for single parents, families and disinvested communities as a pathway for dreams to come true.

EQUAL
OPPORTUNITY
EMPLOYER
