

## **Intake Coordinator - Safety Net Services Program (General) - Part-Time - 20 hours/week**

### **About the Organization:**

Marin County Cooperation Team (MCCT) is a nonprofit focused in Marin City, providing free (1) comprehensive support services addressing both critical and long-term needs; and (2) transparent and robust civic and community engagement.

MCCT is the first Black-led and founded multi-service agency in Marin County, and the first multi-service agency in Marin City.

For more information, see: [Marin County Cooperation Team](#)

### **Safety Net Services (“SNS”) Program Overview:**

- MCCT’s Safety Net Services Program aims to meet the immediate needs of Marin County residents who are challenged to meet their basic needs (i.e., food, shelter, etc.). Though it serves all of Marin County, this program is focused in Marin City.
  - Examples include: food, emergency/short-term housing, emergency financial assistance, case management, benefits access assistance, information referral, transportation assistance, and crisis support.
  - For more information, see: [Our Services | Marin County Cooperation Team](#)

### **Job Description/Duties:**

MCCT is seeking a dynamic, professional, innovative, and solutions-oriented problem solver to serve as its Intake Coordinator. Under the supervision of the Executive Director, the Intake Coordinator would be responsible for the day-to-day functions of the Safety Net Services (SNS) Program, including:

- Receiving and responding to inquiry calls, emails, or website contact forms from community members, and assisting the community member with scheduling a face-to-face assessment at MCCT’s office, via Zoom, and/or at the Sausalito Marin City School District (once a week);
- Coordinating internal calendaring of all intake appointments;
- Conducting assessment of community members’ needs using MCCT’s intake procedures, and determining if they meet MCCT’s established criteria for services;
- Upon assessment of the community members’ needs, coordinating with the Executive Director to ensure (1) appropriate services are provided or (2) denial of services are communicated appropriately;
- Completing all administrative processes of the community members’ assessment in a timely fashion including, as appropriate, completing all intake procedures; securing necessary documentation for the provision of services; and communication of all decisions in a timely manner;
- Reviewing and accepting referrals through various platforms, such as Google Forms, email, and telephone;

- Coordinating with MCCT's Director of Development on the compilation of reports as needed for grant requirements/deliverables;
- Promoting and representing MCCT's SNS Program to the community;
- Assisting in maintaining and developing policy and procedures relating to MCCT's SNS Program, with an eye toward quality improvement;
- Maintaining all records for MCCT's SNS Program in both hard copy and electronic format;
- Knowing and adhering to MCCT's purpose, vision, programs, code of conduct, and other provisions outlined in the employee handbook; and
- Attending weekly staff meetings and other in-office meetings as necessary.

### **Qualifications:**

- High school diploma or GED equivalent, required;
- Bachelor's degree, preferred;
- Social work or case management experience, preferred;
- 2 years of experience working with vulnerable populations, including seniors, people with disabilities, communities of color, single mothers, multigenerational homes, etc., preferred;
- Proficient typing skills;
- Positive "Can Do" attitude;
- Innovative problem solving skills;
- Strong interpersonal and communication skills;
- Energetic self-starter;
- Able to exercise discretion with confidential information;
- Knowledge of community resources and requirements, or willingness to learn (i.e. federal/state rental assistance, CalFresh, other community partners, etc.);
- Strong organizational skills with ability to work independently;
- Possesses strong client services approach;
- Must have the ability to perform in a team environment;
- Highly organized and attention to detail;
- Strong follow-through on action items; and
- Current California drivers' license, automobile insurance, and own reliable transportation

### **Compensation/other benefits:**

- Part-time, non-exempt employee
- \$30/hr for 20 hours/week, flexible schedule (with potential opportunity for growth)
  - Position dependent on grant funding. Fully funded through June 30, 2023, with the expectation of new/renewed funding.
- Mileage reimbursement for travel during work hours
- Paid time off for sick days pursuant to California law

### **Schedule:**

- 20 hours/week

- Office, remote, and/or field work; some flexibility including evenings & weekends are likely based on client needs

**Application:**

- Resume
- 3 professional references
- Cover letter (no more than 1 page)
- Please submit all materials via email to: [miraguidi@marincountycooperationteam.org](mailto:miraguidi@marincountycooperationteam.org). Please indicate “Intake Coordinator – YOUR NAME” in the subject line of your email. No phone calls please. Open until filled.

Criminal record clearance or exemption from California Department of Social Services required.

Full vaccination against COVID-19 required unless granted a medical exemption from a healthcare professional or the candidate agrees to submit to weekly COVID-19 testing.

MCCT is an equal opportunity employer.