**Job Title: Piecework Enrollment Specialist Department: Enrollment**

**Reports to: Enrollment Manager/Enrollment Coordinator Effective Date: 10/25/2021**

**Job Summary:**

The primary function of the Piecework Enrollment Specialist position is to ensure that volunteers and children are appropriately enrolled and matched while executing a high degree of independent judgment when utilizing BBBS standards and practices. A high-level customer service, focusing on volunteer options and child safety, is to be demonstrated throughout the volunteer and child inquiry, enrollment and matching process. Will work closely with enrollment team and independently.

**Duties/Responsibilities:**

* **Conduct interviews, write assessments, processes references, sent interview reminders and obtain forms 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.** 
  + Assess volunteer, child and family “fit” to BBBS. Conduct volunteer assessments according to agency standards and procedures. Assess the necessity of home visits and complete as indicated.
  + Identifyand eliminate any barriers interfering with the completion of the enrollment process.
  + Provide comprehensive assessments
  + Fingerprint volunteers and ensure that all fingerprints are of high quality (as needed).
  + Attendance at PW Enrollment Department meetings and coaching meetings is required. Completion of trainings are required.
  + Be available to answer questions any “in-house” BBBS staff may have about interviews that were conducted
  + Help train new team members on the interview and assessment process
* **Work with peers and independently as needed.**
* **Other duties as assigned**

**Required Skills/Abilities:**

**Desired Qualifications:**

* *Related Experience with interviewing, developing assessments, understanding of child and family dynamics and awareness of relationship building with children and adult populations.*
* *Demonstrated comfort and ability to work in an inclusive environment*
* *Ability to successfully work independently and in a team environment*
* *Proven organization and time management skills to complete a high volume of varied responsibilities in a fast-paced setting*
* *Excellent strategic problem-solving ability with a positive, “can-do” attitude*
* *Ability to fluently speak Spanish*

**Required Skills:**

* *Excellent verbal and written communication skills.*
* *Excellent interpersonal and customer service skills.*
* *Excellent sales and customer service skills.*
* *Excellent organizational skills and attention to detail.*
* *Excellent time management skills with a proven ability to meet deadlines.*
* *Strong analytical and problem-solving skills.*
* *Strong leadership skills.*
* *Ability to prioritize tasks and to delegate them when appropriate.*
* *Ability to function well in a high-paced and at times stressful environment.*
* *Proficient with Microsoft Office Suite or related software.*
* *Availability to work part-time, 20 hours may include evenings and weekends*

**Education and Experience:**

Bachelor’s degree is required. BA in social services, sociology, psychology or related field is preferred. College transcripts will be required.

**Physical Requirements:**

Piecework Enrollment Specialist position involves conducting interviews at BBBS-CNM office, virtually or visiting applicant’s, school or place of employment. Assessments can be written at the BBBS-CNM office or at the employee’s home. BBBS-CNM is a routine office environment. Hours to be determined by the supervisor and employee.

**Equal Employment Opportunity**

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

**Job Responsibilities**

The previous 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. BBBS of CNM may change the specific job duties with or without prior notice based on the needs of the organization.

**ACKNOWLEDGEMENTS**

**Employee: I have reviewed this job description with my supervisor and acknowledge receipt.**

**Signature: Date:**

**Supervisor: I have approved this job description and reviewed with my employee.**

**Supervisor: Date:**