



Translatina Network Job Description

Job Title: TGNC Intake Specialist

Unit/Department: Economic Empowerment

Reports to: Workforce Development Coordinator

Status: Contractual

Function/Position Summary:

The TGNC Intake Specialist's responsibilities will include, needs assessments, engagement, outreach, coordination of care, advocacy, as well as complete documentation of these services. The TGNC Intake Specialist's responsibility is to ensure that we access the needs of clients are support them with our referral services.

The TGNC Intake Specialist is also expected to keep an updated listing of area essential and supportive services throughout New York City.

Responsibilities:

- Complete all required intake documentation.
- Provide needs assessments and service plans.
- Conduct phone follow-up to clients.
- Maintain and update an accurate client list.
- Prepare and compile monthly reports and ensure that case contact requirements are met.
- Be able to assist/escort clients to referral sites.
- Participate in all required trainings.
- Familiarity with HIV/AIDS services and community resources in New York City.
- Ability to work independently with minimum supervision.
- Good oral and written bi-lingual communication skills.
- Comfort with the diversity (ethnicity, sexual orientation, socioeconomic status, etc.) of our multicultural community.
- Ability to use good judgment regarding confidentiality issues.
- Ability to advocate for clients by bringing concerns about services to providers' attention.
- Build and maintain positive working relationships with the clients, providers, case managers and other health agency representatives.
- Continuously expand knowledge and understanding of community resources, services and programs.
- Other duties as assigned.

Preferred Qualifications:

- Prior experience with record keeping.
- Prior experience in data collection, tracking and report writing
- Microsoft Word, Excel, and PowerPoint experience
- Strong administrative and coordination skills.

Salary is commensurate with knowledge and experience.

Note: While this position description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.

I am aware that continued employment with Translatina Network is contingent on my adherence to the policies outlined in the Personnel and Procedures manual and my ability to function within the parameters of the job description. Furthermore, I acknowledge that any questions regarding this job description will be brought to the attention of my immediate supervisor.