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<b>Job Title</b>	Intake Specialist
<b>PVN ID</b>	JJ-2011-003770
<b>Category</b>	Instruction and Social Service
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Institute for Justice and Opportunity
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$46,000.00 - \$47,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 24, 2021 (Or Until Filled)

## General Description

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The Institute for Justice and Opportunity ("The Institute") formerly known as the Prisoner Reentry Institute (PRI), at John Jay College of Criminal Justice is seeking a full-time Intake Specialist to join the Support Services unit. The Intake Specialist will work primarily with students entering our College Initiative program, the largest direct service program of the Institute, which provides college access services to those who have been impacted by the criminal legal system. The Intake Specialist will be the first point of contact for incoming participants and will conduct intake assessments to assess for college readiness and service needs. The ideal candidate will have experience in the field of reentry and/or college access and will be passionate about providing support to individuals with justice involvement.

## Other Duties

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### Job Responsibilities:

- Respond to incoming referrals to College Initiative and oversee intake assignments across the department;
- Track intake assignments and produce monthly reports;
- Conduct the majority of intake appointments (80%) to assess for college readiness, barriers to college success and to orient incoming students to College Initiative's services;
- Assist in case management related tasks (e.g. order vital documents);
- Work with Mentoring and Alumni Coordinator to identify and train mentor facilitator for College Initiative Orientation;

- Co-facilitate CI Orientations and track attendance;
- Maintain detailed case notes in organization's database;
- Attend College Initiative Counseling Meetings to stay up to date on program updates and to ensure that students seamlessly transition from intake to program services;
- Assist with various projects as needed.

## Qualifications

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We are seeking candidates who have experience in and knowledge of the social service landscape in NYC. In addition, candidates should have:

- A minimum of a bachelor's degree in a Human Services, Social Work, Community Health, Criminal Justice, or related field.
- At least two years of experience in direct service work
- Knowledge of reentry process and/or college access services desired;
- Integrity, curiosity, a deep commitment to educational access for all people
- Ability to work independently and collaboratively in a demanding and complex work environment.
- Demonstrated ability to respond calmly and thoughtfully to emergencies and to develop solutions in partnership with students and relevant stakeholders.
- Strong attention to detail, ability to create systems to multi-task and participate effectively in team-based services;

Basic proficiency in Microsoft Excel, Office, Powerpoint, project management software, internet research and data entry.