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# Hope Center Admissions Coordinator

Admissions - Suffolk, Virginia

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## Organization Summary

Hope Center Ministries exists to lead addicts and their families. to become fully devoted followers of Christ. We do this by helping those individuals bound by drug addiction and/or alcoholism find lasting freedom and sobriety through a relationship with Jesus Christ, which translates into seeing the lost saved, the saved freed, the freed restored, and the restored fulfilled.

## Department

Hope Center Ministries Admissions-Values excellence and is committed to accuracy, timeliness, efficiency, good communication, teamwork and accountability. The Admissions Team provides administrative services and reports admissions information to support the overall direction of the ministry. All members work together as a team to serve the mission of Hope Center Ministries.

## Position

The Admissions Coordinator partners with other Admission Coordinators to ensure all prospective residents are vetted properly, schedule for admission when applicable, ensures reports are correctly written and sent in a timely manner.

**Supervision Given:** Business/Admissions departments of Hope Center Ministries

## Administrative Responsibilities

- Filling out Initial Contact Forms on prospective residents
- Communicating with all parties (Attorneys, Court Clerks, Bondsman, Probation/Parole Officers) to ensure admission is a viable option
- Phone Interviews with potential residents and other parties as needed
- Ensuring Resident Fees are paid prior to admission (via sponsorship and/or direct payment)
- Ensuring Sponsorship Agreements are signed for resident prior to admission
- Arranging admission date and time with potential resident and center staff
- Updating Board 411
- Sending any reports including but not limited to admission approval, monthly legal reports and dismissal reports to appropriate parties in a timely manner
- Other administrative responsibilities related to admissions

## Leadership Responsibilities

- Attend a weekly staff meeting concerning leadership development given by the National Champion Admissions Coordinator as well as concerning other matters like department reports, event details, etc.

- Attend monthly Leadership Institute trainings
- Maintain compliance with all HCM policies and procedures

### **Financial and Operational Management Responsibilities**

- Meet Admissions minimum quota of twelve (12) admissions per month
- Manage relationships with 3rd Parties, service providers and center staff, ensuring that all reporting procedure are timely and effective.
- Responsible for Marketing HCM to local communities via telephone, including but not limited to (churches, drug coalitions, faith-based organizations)
- Responsible for soliciting and raising Sponsorship Funds for any prospective residents that may be admitted under his/her name.

#### Knowledge

- English Language: General knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
  - Clerical: Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, etc.
  - General knowledge of Admissions
  - Be proficient in Microsoft office, focusing on Excel
  - Efficiently practice time management with an ability to multi-task and prioritize workflow.
- Professional Development/Personal Growth

### **Duties/Responsibilities:**

- Devotes time for spiritual, mental, physical development and well-being through personal disciplines.
- Attend courses/workshops/conferences as appropriate.
- Key performance indicators will be reviewed periodically (culture, discipleship, daily operations, and support).
- Will perform self-evaluations.
- Set realistic goals through casting a vision, implement strategy, and establish a date on the calendar.

### **Additional Requirements:**

- Have accepted Jesus Christ as Lord and Savior and must live a life according to Biblical standards.
  - Agree with the Statement of Faith, Lifestyle Statement, and the overall vision of the Hope Center Ministries.
  - Successfully (as determined by the COO) pass background screening, (criminal, sexual offender, and credit), personal and professional reference checks.
  - Meet any additional requirements as may be determined by the National Champion Admissions Coordinator and/or Directional Team
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