



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

MARY'S HOME ADMISSIONS TEAM MEMBER POSITION DESCRIPTION

Title: Admissions Team Member

Accountable To: Admissions Volunteer Coordinator

Status: Volunteer position without opportunity for employment

Organizational Background

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home. Mary's Home is a long-term, educationally-focused, in-depth program for single mother families working to exit homelessness permanently.

Position Purpose & Overview

The Admissions Team is an essential piece of the mission of Dream Centers Mary's Home. They are the first individuals to meet and welcome applicants and determine if applicants are eligible to live, and have the potential to thrive, at Mary's Home. The Admissions Team Volunteer Coordinator and Admissions Team members are the first to build trustworthy relationships with incoming residents at Mary's Home and help ensure that they follow all the necessary steps to get into the program. By having an Admissions Team Volunteer Coordinator, the Admissions Team will have the necessary support to accomplish all of the admissions steps with care and excellence.

Responsibilities

- Work alongside and support the Admissions Team Volunteer Coordinator to best carry out admission interviews and tasks
- Help the Admissions Team Volunteer Coordinator prepare applicants with details for the interview and be at Mary's Home to welcome resident applicants when they arrive
- Help the Admissions Team Volunteer Coordinator make sure that qualified applicants are moving forward in the admissions process
- Assist the Admissions Team Volunteer Coordinator in printing out needed materials before interviews
- Carry out all tasks and events with love and care towards families, volunteers, and staff
- Be perceptive and care for the needs of other Admissions Team Members
- Stay updated on the Admissions Team calendar and help coordinate interview appointments
- Follow through with interview appointments and given tasks
- Practice excellent self-care and hold necessary boundaries with applicants, residents, other volunteers who request assistance
- Communicate any questions or concerns you may have to the Admissions Team Volunteer Coordinator

Requirements and Qualifications

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- Follower/disciple of Jesus Christ and committed to personal spiritual growth
- In agreement with the Nicene Creed
- Have effective interpersonal and conflict management skills as your role has high level of interactions
- Have a desire to serve and love the residents and staff
- Have discernment and be perceptive to whether or not resident applicants will be a good fit
- Have a willingness to be coached in trauma-informed care, boundaries, and generally serving with excellence
- High commitment of confidentiality while working with the families, volunteers, and staff
- Has received training or is in the process of receiving training in trauma-informed engagement
- Be a welcoming/professional presence to applicants, volunteers, staff, etc.
- Training in social work preferred
- Training in Motivational Interviewing preferred

Time Commitment

Minimum of 2 hours per week

Physical Requirements:

Working Environment	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing			X
Sitting			X
Walking			X
Bending		X	
Work with Others			X
Working Alone		X	
Crawling or Kneeling	X		
Repetitive Movements		X	
Office Machines			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner		X	
Moving Heavy Items			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder	X		
Reaching Forward	X		
Carrying	X		
Other Requirements			
Visual Acuity: Near			X
Visual Acuity: Far			X

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Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X