

Full-time Bi-Lingual (Spanish/English) Intake Coordinator Position- DeKalb County

The Georgia Center for Child Advocacy, a private, non-profit Child Advocacy Center serving Fulton and DeKalb Counties, has an immediate opening for ***Bi-Lingual Intake Coordinator*** at our DeKalb County location. This is an entry level position. The Intake Coordinator is responsible for providing initial intake procedures for forensic interview clients. The goal of this position is to be the general gatekeeper for all intakes at GCCA and to act as liaison with multidisciplinary partners both on the phone and within the weekly multidisciplinary team meetings. The Intake Coordinator works closely with law enforcement, DFCS, and other investigative bodies, as well as with internal employees.

Fluency in Spanish and English is a requirement for this position. A Bachelor's degree or higher in social work, human services or related field is also required. Knowledge of or experience with Child Advocacy Centers is preferred. This candidate should have excellent communication and interpersonal skills, in person and on the phone, particularly when dealing with distraught family members and multidisciplinary partners. The Intake Coordinator should be a self-starter who is willing to work as part of the team for the betterment of the Center. This person must pay high attention to detail, have a working knowledge of computers with experience on Microsoft Office. The intake coordinator must be creative and a highly motivated problem-solver who is solution focused and extremely organized.

The Georgia Center for Child Advocacy offers competitive salary and benefits, an exciting team-based working environment, flexible work schedules, and opportunities to expand your skill set. The Center is a private, non-profit organization led by a committed board of directors. GCCA was one of the first children's advocacy centers in the country, and continues to be a leader in the field. For more information about Georgia Center for Child Advocacy, visit our web site at www.georgiacenterforchildadvocacy.org.

Interested applicants should submit a cover letter and resume to Jessalyn Rushin at jessalynr@gacfca.org. No phone calls, please. Those candidates selected for an interview will be contacted. GCCA is an equal-opportunity employer. Applicants from diverse backgrounds are encouraged to apply. All employees at GCCA must pass a criminal background check.