



## Screening Specialist Job Description

**Basic Function and Responsibility:** A full-time administrative position in the TeamMates Mentoring Program to provide screening for TeamMates Chapters. This position reports to Kelly Koehler, Quality Control Specialist

**Qualifications:** Bachelor's Degree in social services, business, education, public administration, or related field.

- Must have passion for youth, education and community
- Ability to maintain confidentiality and high ethical standard
- Experience in implementing policy and procedure
- Ability to pass criminal and Health and Human Service background checks

**Key Skills:**

- Strong organizational and administrative skills
- Must have love of data entry and customer service
- Ability to work collaboratively with fellow staff members
- Strong computer skills including use of Microsoft Word, Excel, Power Point, social media and e-mail
- Effective decision making and problem solving skills
- Effective oral and written communication skills and good listening skills
- Ability to work under time constraints in a timely and orderly manner
- Ability to handle multiple tasks efficiently and organize work to meet deadlines

**Duties and Responsibilities:** Work collaboratively with the TeamMates Screening Team and central office employees to process volunteer applications and provide additional support as needed.

- Process volunteer applications including mentors, board members, program coordinators and all other volunteers
- Complete high quality reference checks by telephone, mail, and email
- Process background checks through One Source Background Check Company
- Data entry and implementation of all records and updates in Civicore
- Provide screening and overall support as needed for our Regional Coordinators and Program Coordinators
- Knowledge and implementation of the Elements of Effective Practice
- Knowledge and implementation of the TeamMates Policies and Procedures
- Daily communication with the screening staff to provide efficient, effective work practices and processes
- Assist with all incoming calls to the Central Office
- Other duties as assigned

**Working Conditions:** Ability to work at computer 8 hours per day at our Omaha TeamMates office location.

**Signature:** I have read and understand the duties outlined in the job description. I meet the requirements and qualifications necessary to perform the duties described above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date