



Brooklyn Community Services

Position: Operations Clerk
Program/Department: Workforce Development Division
Reports to: Coordinator of Operations for Workforce Development
Work Location: 285 Schermerhorn Street
Hours: Full Time

Responsibilities:

- Develop billing procedure manuals for all WFD programs.
- Prepare monthly billing reports for ACCES-VR, OPWDD, and any other funding source related to WFD.
- Develop billing invoices for the Workshop.
- BTQ coding for the WFD.
- Conduct WFD program audits to ensure compliance with all WFD funding sources.
- Review and ensure chart documentation is completed and kept per program and Medicaid regulations.
- Assist and participate in program recruitment events.
- Conduct intakes for referrals for all WFD programs.
- Conduct monthly reports in Foothold to ensure that the database census is current.
- Assist in inputting data into Foothold.
- Track all needed trainings for WFD staff.
- Purchasing supplies.
- Developing and maintaining supply inventory database.

Qualifications:

- BA degree in the Human Services related field
- Must have strong organizational skills, interpersonal, and communication skills.
- Strong computer skills. Good with numbers.
- Fingerprinting and Criminal Background Check.

Contact:

Email Resume and Cover Letter to:
Elina Giuseffi, LMSW
Associate Director of Operations WFD
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