



In-Take/Registration Coordinator

This position requires an individual willing to welcome residents entering Hannah House and train them in orientation and register them as “new” residents into the data base.

Assignment involves:

- Welcome new residents into Hannah House
- Conduct Orientation process
- Process recipients per registration steps defined in CCM Registration policy and procedure
- Issue all house supplies & personal hygiene supplies
- Take residents on tour of facility
- Present history of Christ Central & Hannah House

Time required: 4 – 6 hours per week