

SCHOLARS IN SERVICE – JOB DESCRIPTION

Catholic Charities

Position Title: Intake Specialist
Department: Family Resource Center/Intake

Number of Openings 2

Summary: Intake specialists help to inform clients of the services provided by Catholic Charities. Our role in our community is to make an impact on the clients by letting them know we are here for them in their time of need. Intake Specialists will promote client wellness, and will be cross trained to learn all areas of services provided. Students will have the opportunity to work directly with individuals and families in need of food, clothing, and resource information.

Essential Duties and Responsibilities include, but are not limited to the following. Other duties may be assigned.

- Greet clients in a respectful, dignified manner
- Screening clients for eligibility
- Informing clients of available services
- Identifying those clients that need to be referred to other agencies

Knowledge, Skills and Abilities:

- Basic computer skills
- Be knowledgeable about the services provided by Catholic Charities
- Demonstrate qualities of patience, compassion and the ability to listen
- Bilingual is a plus