



Poverello House

NAOMI'S HOUSE INTAKE SPECIALIST

Salary, Hourly \$15.00 per hour

Full Time Positions

Position Summary:

This position is responsible for documentation of all clients presenting at the Triage Center. This includes administration of the prescreening and diversion tools before entering into the program. Once the Intake specialist determines clients' eligibility to enter the 10-bed shelter, they will be responsible to schedule a case management meeting within 24 hours. If a client is not eligible for the program, the Intake Specialist will be required to link them to additional community resources. This position will also be responsible to document all clients' activities including linkages to other community resources. This position will be receiving walk-ins and program agency referrals. In collaboration with the Triage Manager, the Intake Specialist also addresses emergent client needs.

Essential duties and responsibilities:

- Address general and emergency house needs
- Perform general housekeeping at Naomi's House
- Assessment of clients for entrance into NH program
- Assist residents in the adherence to program guidelines
- Provide peer counseling to clients
- Process new client intakes
- Work with clients to ensure a safe, secure and healthy living environment
- Promote practices of personal cleanliness, self-care, and acceptance of diversity
- Assign and assure completion of community duties and chores
- Document interactions with clients via progress notes and incident reports
- Prepare and maintain client records and documentation
- Complete work orders and follow-up with maintenance department
- Assure adequate stocking of cleaning supplies, towels and linen, food, first aide supplies and general and program supplies as needed
- Ensure that all living areas and congregate rooms are clean, safe and secure
- Attend and actively participate in-service trainings and staff meetings as scheduled

- Perform duties as required by that of a Mandated Reporter
- Adhere to Naomi's House policies and procedures
- Safeguard assets of the Poverello House and Naomi's House, including merchandise and other assets
- Safeguard client's security and confidentiality
- Work as a team and support the mission and goals of the agency and programs
- Provide accurate and complete and timely information used for grant reporting and management.

Language Skills:

- Bi-lingual preferred.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.

If interested in the position, please send a resume to PovHR@poverellohouse.org.

No Phone Calls Please