

Date Posted: 02/01/2012

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Intake Specialist

**Employer/Agency:** SEARCH Homeless Services

**Job Description:** Performs intake and eligibility screening, direct services, information & referral, and data entry in high volume day shelter setting. Special emphasis on screening and connecting clients to Employment Services. Experience with indigent and/or mentally ill populations helpful. Candidates need to be able to remain calm and demonstrate a positive attitude in challenging situations and while resolving conflicts. Basic computer skills and data entry proficiency required. Bi-lingual Spanish a plus.

**Qualifications:** One year previous experience in social service setting preferred. High School diploma or equivalent required. Current students able to work the schedule encouraged to apply.

**Hours:** Monday – Friday, 8:00 AM to 4:30 PM (7:30 - 4:00 a possibility)

**Salary:** \$12.00 per hour, plus full benefits

**Employer/Agency:** SEARCH Homeless Services  
**Address:** 2505 Fannin  
**City, State, Zip:** Houston, TX 77002

**Telephone:** 713.739.7752  
**Fax:** 713.655.0639  
**Email Address:** hr@SEARCHhomeless.org

**Contact Person:** Jaime McMinn  
**Contact Title:** Director of Human Resources

**Application Method:** **Prefer that candidates submit resume via email.**

**Opening Date:** Opening is immediate

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you***