

Date Posted: 05/09/13

Job Opportunity Posting

Job Title: Intake Specialist

Employer/ Agency: SEARCH Homeless Services

Job Description: Coordinates operations of the intake desk in our Resource Center: conducts new client orientation and assessment interviews, directs clients to case managers and service providers, and provides ID referrals and other documentation to clients on a high volume basis daily. Assists with tracking statistics, reports and supply levels. Maintains positive, calm presentation and helps de-escalate upset or confused clients routinely. Demonstrates a high capacity to maintain empathy and patience while working with clients entering SEARCH from the streets and shelters. High School Diploma or GED required, prefer 1-2 years of college course work. Prior experience in customer service, mental health, or hospital systems desired. Bi-lingual Spanish preferred.

Qualifications: Prior experience in customer service, mental health, or hospital systems desired. Bi-lingual Spanish preferred. College students encouraged.

Salary/Hours: Full-time, 40 hours / week non-exempt + benefits.
\$11-\$12 per hour, 7:30 AM to 4:00 PM Monday - Friday

Employer/Agency: SEARCH Homeless Services

Address: 2505 Fannin

City, State, Zip: Houston, TX 77002

Contact Person: Jaime McMinn

Contact Title: Director, HR

Telephone Number: 713-276-3057

Fax Number:

Email Address: hr@searchhomeless.org

Application Method: e-mail resume

Opening Date: Available immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.