

#20-07 Housing Intake Specialist
HARP/HF3 – (Full Time, Oahu)

The Housing/Intake Specialist researches available services within and outside Catholic Charities Hawai'i. Maintains a database of housing information and available resources. Maintains client information in a client management system. Cultivates linkages to services that are appropriate in addressing current and future clients' housing and financial needs. Assesses and develops service plans based on eligible clients' needs which include but not limited to acting as a liaison with landlords, securing permanent housing for families, monitoring their progress, addressing their challenges in maintaining their housing. The Housing/Intake Specialist must demonstrate active commitment to Catholic Charities mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: Must have an Associate's degree in Human Services or related field plus four (4) years experience working in human services field. May also consider High School diploma plus experience working in human services field.

EMPLOYMENT CLEARANCE REQUIREMENTS: TB Clearance, HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Driver's Abstract, Education Verification, Employee ID badge

DEADLINE TO APPLY: Open Until Filled