

#23-67 Intake Specialist I
HARP/HPS, Full Time, Hilo

The Intake Specialist I promptly assists individuals with needs who either walk in with or without an appointment or call-in through the Unit's hotline, seeking assistance in securing specific services. Assistance includes but is not limited to performing intakes, investigating resources to provide information and appropriate referrals, conducting person-to-person interviews, assessing needs, supportive counseling. Maintains timely, thorough and accurate client data/records/files and compiles reports as required. The Intake Specialist I must demonstrate an 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 a High School degree or GED plus a minimum of two (2) years' experience servicing people.

EMPLOYMENT CLEARANCE REQUIREMENTS: HI State Criminal Check, Access to Insured Vehicle, 3 Year Employment History, & Education Verification

DEADLINE TO APPLY: September 15, 2023