

#25-54 Intake Specialist II

HARP / HIHP, Full Time, Hilo

The Intake Specialist II 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 and/or financial help. Assistance includes but is not limited to: comforting clients, performing intakes, investigating resources to provide information and appropriate referrals, conducting person-to-person interviews, assessing needs, supportive counseling. Is also actively involved in networking efforts with community and parish programs that would strengthen the program's ability to maintain current and accurate information of available resources outside Catholic Charities Hawai'i and to provide prospective clients with appropriate links to servicing their respective needs; serving on committees and representing the agency at meetings and event as necessary. In addition, maintains timely, thorough and accurate client databases, records and data files. The Intake Specialist II 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 two-year college degree (AS, AA) plus a minimum of two (2) years experience working with people.

EMPLOYMENT CLEARANCE REQUIREMENTS: TB Clearance, HI State Criminal Check, Driver's License, Access to Vehicle with Current Valid Registration, Safety Check, and No-Fault Insurance, Education Verification

COMPENSATION: \$20.23 – \$22.73

DEADLINE TO APPLY: May 31, 2025

Catholic Charities is an Equal Employment Opportunity Employer
For more information about this and other positions, check out our website at
<https://www.catholiccharitieshawaii.org/careers/>