

#26-38 Intake Specialist II ***CSS / ES, Full Time, Oahu***

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: with benefits information, counseling and enrollment with a focus on Medicaid, Medicare and Medicare subsidies. In-person meetings at a CCH Kalihi-based location, at the client's home other convenient location, or other Medi-Medi sites upon client request. Is also actively involved in networking efforts with community and parish programs that would strengthen the program's ability to improve outreach to the target population. 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. Bilingual or multilingual candidates, particularly those with proficiency in Tagalog, Chuukese, Vietnamese, Chinese, or other languages commonly spoken in the Kalihi community, are strongly encouraged to apply.

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

COMPENSATION: \$20.74 - \$23.31

DEADLINE TO APPLY: April 30, 2026

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/>