

## Job Posting

July 2, 2019

### POSITION

Intake Specialist, Homebase Program

### EMPLOYMENT TYPE

Regular FT – 35 hours/week

### SALARY

\$35,000 - \$38,000, annually

### REPORTS TO

Program Director

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The Homebase Program is NYC's premier homelessness prevention program. The community-based initiative assists households who are at-risk of shelter entry in order to resolve their housing crisis and lay the groundwork for self-sufficiency. The Intake Specialist is responsible for welcoming Homebase clients at our Brownsville location. This position requires a high level of professionalism—in appearance, demeanor and in interacting with perspective clients, service providers, funding agencies, and community stakeholders. The Intake Specialist:

- Coordinates the intake process, reviews eligibility documentation, schedules appointments, makes referrals, and provides all individuals with information on community resources.
- Screens and assesses individuals for program eligibility and determines the appropriate next steps for all individuals seeking assistance.
- Reviews eligibility documentation to ensure compliance with contractual guidelines.
- Coordinates with supervisor to schedule new client intakes.
- Ensures that all client resources are up-to-date and available in reception area.
- Performs periodic outreach activities to publicize the availability of services.
- Ensures the reception area is well-maintained and safe; receives and sorts mail and deliveries.
- Performs data entry, filing, copying and faxing of documents; ensures staff and clients sign daily logs; assists in preparing letters and documents for community-based outreach activities.
- Other duties as assigned by the Program Directors.

### COMPETENCIES

- *Bilingual English/Spanish required*
- Excellent customer service and communication skills



- Knowledge of the NYC public benefits system, HRA and DHS a plus
- Experience working in non-profit organizations and commitment to social justice
- Ability to work independently and collaborate with a team
- High School Diploma or equivalency required.

#### EDUCATION EXPERIENCE

High School Diploma or Equivalency

#### APPLICATION DEADLINE

Open (Various Positions Vacant)

#### SUBMIT RESUME and COVER LETTER TO

Kesha Jagdeo, Director of Empowerment Services, [kjagdeo@riseboro.org](mailto:kjagdeo@riseboro.org)