



Position: Advocacy Intake Specialist

Job Description:

Assist neighbors throughout the intake process for the advocacy department

Reports to:

Advocacy Director

Primary Job Function:

- Assist neighbors in intake process
- Make neighbors feel welcome as they enter. Assist them in getting coffee, water, snacks
- Ensure that neighbors have necessary documents in order to properly complete the intake process
- Enter neighbor information correctly and securely into Unity system
- Answer phones and check messages for department

Strengths

- Compassionate Spirit
- Organizational skills
- Good Communication skills
- Computer Proficiency
- Must submit to background check