



**Position:** Welcome Center Team Member

**Job Description:**

Create and maintain a safe space for neighbors to enter and get their needs met

**Reports to:**

Center Director

**Primary Job Functions:**

- 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
- Support neighbors in getting appointments scheduled for additional resources (Advocacy/ Opportunity Center). Making sure neighbors are aware of required documents to bring to their appointment.
- Fill out ticket according to need and walk neighbor over to the department specified on ticket

**Strengths**

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