**Harbor Interfaith Services, Inc.**

**Program Intake Coordinator – Job Description**

**DHS Interim Housing Program**

**Harbor Interfaith Services (HIS)** is a non-profit organization with revenue of over $9 million. Our funding is derived from the local, state and federal governments, as well as from individuals, foundations, faith communities, tuition, fees, fundraisers etc. We are a local organization that provides food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles (SPA) 8.

Harbor Interfaith Services is looking to add a **full time Program Intake Coordinator** to our team. We are recruiting people who are top performers with excellent interpersonal and critical thinking skills as well as a fierce passion for serving their community.

This position will be primarily responsible for the successful coordination and integration of incoming clients entering Interim Housing Program. This position has a set schedule of Monday through Friday, 8:30 a.m. to 5 p.m.

**Key responsibilities:**

* Conduct CES Surveys (Single Adults) & Next Step Tool (Youth) assessments with clients entering CES System
* Responsible for entering all client information into the Homeless Management Information System (HMIS) & DHS client database (CHAMP) including client enrollment, case notes, progress made in the program and follow up information
* Maintain complete client records, daily logs and other reports as directed
* Maintain agency monthly tracking sheet and ensure statistical information is collected on a monthly basis
* Attend staff meetings, case conferences, training workshops and community meetings as needed

**We would like to speak with you if:**

* You have a high school diploma/GED or one year of experience with data entry.
* You have a background in homeless services.
* You are a self-starter that takes initiative and completes tasks in a timely manner.
* You have strong people skills and can work effectively with people of varying backgrounds.
* You can listen with sensitivity to the needs and feelings of others while projecting a positive image of Harbor Interfaith Services.
* You can take direction and multitask.
* You have creative problem-solving skills as well as strong verbal and written communication skills.

**About Harbor Interfaith Services**

Our mission is to empower the homeless and working poor to achieve self-sufficiency through support services including shelter, transitional housing, food, job placement, advocacy, childcare, education, and life-skills training – and that mission is achieved through our people. We provide an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person’s race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

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