

Harbor Interfaith Services, Inc. | Program Intake Coordinator – Interim Housing | Job Description

Harbor Interfaith Services (HIS) is a non-profit organization based in San Pedro, with a mission to provide food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles.

Harbor Interfaith Services is looking to add a full time **Program Intake Coordinator** to our team. This position will be responsible for the successful coordination and integration of incoming clients into the Interim Housing program and connecting them to services. This position has a set schedule of Monday through Friday, 8:30am to 5:30pm. We are recruiting people who are top performers with excellent interpersonal and critical thinking skills and a fierce passion for serving the community. Team member benefits include medical, dental, vision, and life insurance covered by HIS, a 403(b) employee-contribution plan, sick leave, vacation leave and paid holidays.

Key responsibilities:

- Conducting Coordinated Entry System (CES) Surveys and Next Step Tool on all clients looking to enter the CES.
- Responsible for entering all client information into the Homeless Management Information System (HMIS).
- Maintaining complete client records, daily outreach logs, and other reports as directed.
- Maintaining the agency monthly tracking sheet.
- Ensuring statistical information is collected.
- Attending staff meetings and other required classes and trainings, as well as completing other duties as assigned.

We would like to speak with you if:

- You have a high school diploma/GED.
- You have one year of experience with data entry.
- 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 diverse backgrounds.
- You have the ability to listen with sensitivity to the needs and feelings of others while projecting positivity.
- You are able to take direction and multitask.
- You have creative problem-solving skills.
- You have strong written and verbal communication skills.
- You have a valid California driver's license, a clean driving record, and adequate auto insurance.

About Harbor Interfaith

We offer 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.

If you are interested in this position, please send your resume and contact information to the attention of Human Resources at hr@harborinterfaith.org.

Harbor Interfaith Services is an at-will employer, meaning we or our employees have the right to terminate the employment relationship at any time, for any reason, with or without cause.

Harbor Interfaith participates in the E-Verify Program.