

JOB ANNOUNCEMENT

Intake Associate (\$15.00 hourly rate)

Working to make a difference since 1972, **La Casa de Don Pedro** has been building healthier communities, empowering tomorrow's citizens, educating vulnerable children, and ensuring families receive the support they need, no matter what they face.

DESCRIPTION:

Are you interested in a **full-time, hourly** position with a generous benefits package? If so, look no further!

We are currently searching for someone who **enjoys interacting with clients, working independently, maintaining a flexible schedule, multitasking in a fast paced environment**, is passionate about serving the Newark community, and is able to work at our **317 Roseville Avenue** location.

Apply now so you can become part of our ever growing organization.

KEY DUTIES:

- Intake Associate will provide exceptional customer service by assisting participants with their enrollment application. Verify supporting documents and review discrepancies in accordance with company and program policy. Verify accuracy of data, enter information into program database, and successfully complete all applications to the point of pending certification.
- Perform communication duties: greet clients, and visitors, answer telephone, transfer calls, and review paperwork.
- Assist in sorting, opening, date-stamping, and filing incoming and outgoing mail and documents.
- Requires field home visits and client follow up.
- Provide accurate agency program information and arrange appropriate referrals to other programs and agencies to applicants and visitors, which may require functioning in the community outside of our facility.

La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law.

To learn more about our organization, please visit our website: www.lacasanwk.org

HOW TO APPLY:

Email your cover letter and resume to

cidrecruiting@lacasanwk.org

Only candidates being considered for an interview will be contacted

QUALIFICATIONS:

Must be fully COVID-19 vaccinated by first day of work

Associate's or Bachelor's Degree with min. 3 yrs of relevant work experience or training

Excellent organizational and public communication skills with ability to speak and write in English and other languages a plus.

Computer skills using Microsoft Office and other data applications with a min. 40wpm typing speed

SCHEDULE:

ON SITE OFFICE WORK

Mon, Tues, Thurs, Friday

9am – 5pm

Wednesday 9am – 7pm

1 Saturday per month 9am – 3pm

Schedule may vary accordingly to meet division's needs