

NeighborImpact JOB POSTING

Housing Stabilization Intake Worker - Bilingual (JD#7506)

Position Description:

To conduct initial assessments for rental and transitional housing programs primarily in Deschutes County, determine eligibility for services, take applications and triage clients to the appropriate program area. The position also provides information and referral to persons contacting NeighborImpact. Bilingual skills in English and Spanish are required for the position.

Position Information:

Site:	Bend NeighborImpact Office
Wage Level:	\$ 13.00/hour; Fully Benefited
Hours Per Week:	40 Hours
Closing:	Open In-House until August 10 at which time this position will be recruited publicly.

Knowledge, Skills, Experience and Qualifications:

- High School Diploma or equivalent GED. Associates Degree preferred.
- Two years of work experience or combination academic and work experience in social services, human service or related fields.
- Experience working with people experience crisis situations preferred
- Experience working effectively and positively with people of different ethnic, cultural and socioeconomic backgrounds required
- Computer skills required including outlook, basic word, excel, and internet navigation
- Bilingual skills in English and Spanish required
- Valid drivers license and access to vehicle or equivalent means of transportation
- Knowledge of the root causes of poverty and the effects of poverty on individuals, families, and communities
- Knowledge of community resources serving low-income individuals and families
- Ability to work effectively with persons experiencing crisis situations, including mental health and substance issues
- Ability to work with general instructions and established procedures
- Ability to resolve most deviations and problems with program guidelines
- Ability to communicate and interact effectively and positively with clients, general public, and staff.
- Ability to work as part of a team
- Ability to maintain accurate records and client data
- Ability to comprehend and apply diverse program funding criteria
- Ability to maintain client and agency confidentiality

Job Posting – 08/04/10

For complete job description email HR@neighborimpact.org or visit our website www.neighborimpact.org jobs page after 8/10/10. Internal candidates need only to submit a cover letter of interest *if their original application and resume is on file*. Parents of NeighborImpact Head Start students are considered internal candidates. All candidates are required to have a signed application, resume and cover letter stating interest and qualifications.