

PARTNERS IN HOUSING

2/28/2017
Date Posted

Announcement of Position Vacancy

Job Title: ***Intake and Referral Services Manager***
Date Open: February 28, 2017 – until filled
Employee Status: Full-time (40 hours), regular, salaried, exempt employee

Summary of Job Duties:

To improve the efficiency of the intake process and increase the probability of selecting families for the Partners in Housing program. To assist prospective Partners with applications, including assisting with language barriers and improving overall management for the intake process. To foster a welcoming atmosphere for those calling or visiting Partners in Housing by identifying each person's specific needs and seeing that those needs are met, either by direct service or by referring them to the appropriate resource.

Hiring Wage: \$36,900 - \$37,720 annually

Minimum qualifications:

Education: High school diploma or GED. Strong computer proficiency.

Experience: Two years of experience in a business setting.

Experience with HMIS preferred

Knowledge of Coordinated Entry system a plus

Bilingual Spanish/English preferred.

Knowledge of Colorado Springs social service agencies a plus.

Additional Information:

Excellent verbal communication skills and the ability to relate well with a variety of people.

Strong telephone skills.

Ability to organize diverse tasks in a busy office.

Ability to be courteous and calm and maintain a positive outlook under pressure.

Ability to exhibit sensitivity to and serve those with difficult and unusual requests and situations.

Ability to be flexible.

Ability to access information regarding other community resources.

Basic clerical and office skills.

Basic mathematical knowledge and skills.

Strong ability to operate a computer using Microsoft products.

Ability to work in a team setting.

Application and job description are available at PIH www.partnersinhousing.org or may be picked up at our offices at 455 Gold Pass Heights, Colorado Springs, CO 80906. Completed application, resume, and a cover letter listing your qualifications must be returned to PIH offices.

It is the policy of Partners in Housing to staff positions with the best qualified people regardless of race, color, national origin, age, gender, disability or veteran status. In addition, policies that affect employees will be carried out without regard for these factors. Although each individual has a different potential, we all do better when we have an equal opportunity to succeed.