



JOB ANNOUNCEMENT

Intake Specialist

(Full-Time Position)

ABOUT THE ORGANIZATION:

LA CAUSA YouthBuild is a workforce and leadership development program for young people ages 16 to 24+ that live in economically distressed neighborhoods. Young people learn leadership, advocacy, and workforce readiness skills, while they earn an accredited high school diploma and industry recognized certifications. Learn more about our organization: www.lacausa.org

POSITION SUMMARY

The Intake Specialist will play a vital role in the program's success by reaching out to the community, advocating for its benefits, and increasing student enrollment. The Intake Specialist will be responsible for identifying care management programs and public benefits that can be availed by the program participants. Additionally, the Intake Specialist will provide comprehensive information, assistance, referrals, and case management services to all program participants, including walk-ins, as and when required. The Intake Specialist duties will not only ensure that all program participants receive the help they need but also that the program is well-known and supported within the community. Additional responsibilities include:

- Focus on increasing student enrollment along with improving average daily attendance.
- Networking/building relationships with organizations and key community members to increase referrals for student enrollment.
- Provide community outreach to program participants.
- Provide referrals, initiates referral form process, and schedules appointments for program participants.
- Provide social service information and assistance to program clients/participants.
- Provide interpreter service for program clients/participants.
- Maintain an accurate calendar of events, appointments, and schedules.
- As directed, translate correspondence, memorandums, forms, documents, and other materials. Compose and edit letters, designs flyers, types and reproduces forms, and maintains adequate supplies of forms.
- Ensure confidentiality of all records.
- Must be sensitive to the needs of clients.
- May be assigned to attend conferences and workshops.



- Answer telephone takes and relays messages.
- Assist with community events and special events.
- Perform other duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- Minimum Education High School Diploma or equivalent
- Bilingual – English and Spanish preferred.
- Must be detail-oriented and have a high level of accuracy.
- Must be able to multitask and prioritize.
- Ability to work in a fast-paced environment.
- Customer service oriented and pleasant phone manners.
- Ability to handle sensitive and confidential issues/matters.
- Sensitivity and ability to work well with diverse social, ethnic-religious, and cultural groups and communities.
- Must have a positive attitude with a desire to work with and promote the welfare of participants.
- Sincere commitment to providing quality service to the public.

SALARY AND BENEFITS

- \$18-22/hr (depending on experience)
- Medical, Dental, Vision Benefits
- Vacation, Sick and Personal Holiday Benefits

Required: Valid California Driver's License; Fingerprinting and drug test

How to Apply: You may apply for this position as follows: indeed.com, email your resume to info@lacausainc.org

LA CAUSA YouthBuild is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.