



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Intake Support Coordinator

Division: Health, Housing, and Nutrition Services
Department: Health, Housing, and Nutrition Services
Supervisor: Assistant Director for Homeless and Community Services

Qualifications:

1. High School diploma or equivalent required.
2. Minimum of one year experience in an administrative assistant position using computers in a windows environment.
3. Strong interpersonal, verbal, written, and presentation skills required.
4. Valid Michigan driver's license required.

Job Mission:

To provide each OLHSA applicant with an explanation of all services provided by the agency as well as access their eligibility for all services, complete applications and interviews, if applicable, that meet their immediate needs and help them achieve self-sufficiency. To provide telephone and general support services.

Performance Standards:

1. Provide applicable intake services, one-on-one client support, internal/external referrals and resources and/or intake assistance to eligible clients seeking services.
2. Respond to initial face-to-face, email and telephone contacts seeking services.
3. Conduct assessments of applicants to determine their eligibility for all homeless/housing programs and make appropriate referrals and linkages.
4. Enter and update all applicants/participants into appropriate databases, assuring participants meet all requirements and standards related to program criteria and eligibility.
5. Coordinate distribution of completed application packages to appropriate program manager.
6. Carry out all other duties as assigned by supervisor.

Hours & Wage

\$13.83 per hour (minimum)

40 hours per week, 52 week per year

Location

Livingston County