



SACRAMENTO
LOAVES & FISHES
Homeless Survival Services Since 1983



maryhouse
A PROGRAM OF LOAVES & FISHES

JOB OPENING

Maryhouse Intake Specialist

Two Positions Available : Full Time with Benefits

(1) Monday – Friday: 6:00 AM - 2:00 PM & (2) Monday - Friday: 6:45 AM - 2:45 PM

Starting Salary: \$33,280 (\$16/hour)

Maryhouse, a program of Loaves & Fishes, is a daytime drop-in hospitality & survival center for homeless women and families. We provide showers, breakfast, menstrual/incontinence supplies, mail/messaging service and personalized resource counseling to thousands of vulnerable people every year.

The Intake Specialist is responsible for:

- Conducting intake interviews with new and returning guests in order to offer survival supplies & support guest driven goals; this includes inputting data into our MS Access guest database.
- Providing guests with a brief orientation to Maryhouse as well as Loaves & Fishes services and programs.
- Providing resources and information regarding viable resources in the community.
- Providing support & referrals for individuals and families in crisis.
- Collaborating with all members of the Maryhouse staff to provide hospitable, no-barrier, trauma-informed services to our guests.
- Modeling respectful & hospitable behavior toward volunteers, donors, guests, staff, etc. and represent Maryhouse professionally at all times.
- Receiving training in other Maryhouse jobs in order to fill in as needed as well as, performing other duties as assigned.

Qualities required:

- Desire to work compassionately with women and families experiencing homelessness.
- Ability to work with individuals experiencing various levels of crisis including but not limited to, mental illness, drug/alcohol addiction, domestic violence, etc.
- Willingness and temperament to work in a fast-paced, high energy and unpredictable environment.
- Ability to work collaboratively with co-workers as a team.
- Ability to maintain strong professional boundaries.
- Ability to stand for long periods of time, bend, lift at least 20 lbs and go up and down stairs.

Qualifications:

- Excellent written & verbal communication skills.
- Experience with active listening, de-escalation and crisis intervention.
- Basic computer skills, specifically, MS Office.
- Relevant work experience or college coursework in social/human services.

Application requirements:

- Cover letter with 2 references
- Resume

To apply, please submit resume to Human Resources, PO Box 13495 Sacramento, CA 95813, fax to Human Resources at 916-446-9376 or email to hr@sacloaves.org no later than June 30, 2021.