



## **Friendship Park Intake Specialist**

Full Time 40 hours per week, includes medical and dental benefits

Monday – Friday 6:45am – 2:45pm; \$16.00 per hour

Friendship Park, a program of Loaves & Fishes, is a daytime hospitality center for homeless men and women. Our programs include guest advocacy/outreach, resource information, breakfast, showers, toiletry/hygiene items and survival gear. Staff works collaboratively to provide compassionate and non-judgmental service to all our guests.

Under the direction of Friendship Park Director and/or supervision of the Assistant Park Director, an Intake Specialist is responsible for various duties and services provided by Friendship Park, while ensuring the safety and dignity of all who come to Loaves & Fishes. This is a full time position (Monday - Friday) including medical & dental benefits.

### **Job Responsibilities:**

- Conduct intake interviews with new and returning guests to support client driven goals and input information into computer database
- Orientate new guests to Friendship Park and Loaves & Fishes services and programs
- Provide resource information regarding shelters and community agencies
- Provide support, crisis intervention, and referrals for those in immediate crisis
- Collaborate with all members of the Friendship Park staff to provide hospitable, low-barrier services to guests
- Model respectful & hospitable behavior toward volunteers, donors, staff, and guests and represent Friendship Park professionally at all times
- Cross-train in other Friendship Park job duties in order to fill in as needed
- Other duties as assigned

### **Qualifications:**

- Have knowledge of and a commitment to the mission and philosophy of Loaves & Fishes
- Ability to work with individuals experiencing various levels of crisis including but not limited to homelessness, mental illness, drug/alcohol addiction, domestic violence, etc.
- Willingness and temperament to work in a fast-paced, high energy and unpredictable environment
- Must be computer literate with data entry skills
- Ability to maintain personal and professional boundaries
- Candidate must be detail oriented, possess good written and oral communication skills; active listening skills
- Have the ability to be a self-starter and work well both independently and as a team

**Please email your resume to [HR@sacloaves.org](mailto:HR@sacloaves.org) or mail to P.O. Box 13495, Sacramento Ca. 95813  
or fax to 916-446-9376 **no later than July 31, 2021****