



JOB POSTING

Friendship Park Intake Specialist

40 hours per week with paid benefits

Monday - Friday 6:45am - 2:45pm

\$18-21 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 services 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.

Position Responsibilities:

- Conduct intake interviews with new and returning guests to better support their current individual needs and goals and coordinate resources to assist the guest.
- Provide guests with information regarding shelters, community resources, and provide support and referrals for those in immediate need.
- Build relationships with internal and external resources and resource advocates.
- Input information into a computer database and/or track using spreadsheets.
- Track donation inventory and provide monthly and quarterly reports.
- Attend monthly guest advocate meetings.
- Cross-train in other job duties and fill in as needed.
- Other duties as assigned.

Minimum Required Skills:

- Ability to work with individuals experiencing various levels of crisis including but not limited to homelessness, mental illness, drug/alcohol addiction, domestic violence, etc.
- Ability to use appropriate technology to organize, synthesize, and communicate data; such as a computer and data entry skills.
- Excellent communication and interpersonal skills and ability to maintain personal and professional boundaries.



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- Able to work in a fast-paced, high energy and unpredictable environment; ability to anticipate outcomes.
- Ability to work both independently and as part of a team.
- Have knowledge of and a commitment to the mission and philosophy of Loaves & Fishes.
- Collaborate with all staff members to provide hospitable, low-barrier services to guests.
- Ability to exhibit a professional and courteous demeanor toward guests, donors, staff, and volunteers.

Physical Requirements:

- Ability to grasp, push, and/or pull objects
- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis.
- Ability to lift up to 45 lbs.

To apply please submit resume and cover letter to Human Resources by email:

hr@sacloaves.org

Loaves and Fishes is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.