



Genesis Mental Health Receptionist

Part-time: 25 hours per week

Monday – Friday 8am to 1pm

\$20.00 - \$22.00 per hour

Benefits are not included

Sacramento Loaves & Fishes is a non-profit organization providing survival services to people experiencing homelessness in a spirit of love, radical hospitality and generosity to all those seeking assistance.

As a program of Sacramento Loaves & Fishes, Genesis Mental Health provides intensive, no-barrier mental health counseling and support services to our guests. We are currently seeking a Receptionist for our Genesis Mental Health program who will support our three Therapists. The Receptionist position is a non-exempt position reporting to the Genesis Mental Health Program Director. This position is fully on-campus.

Mission Statement: In an environment of welcome, hospitality, safety and cleanliness, we seek to provide an oasis for homeless men, women and children seeking survival services.

Position Responsibilities:

- Provide hospitable and compassionate service, as point of contact for vulnerable people experiencing homelessness accessing mental health services
- Intake and screening of new clients by phone and in-person
- Extensive use of Access database and appointment scheduling software
- Coordinate incoming appointments and ensure flow of therapists' schedules
- Oversee and supervise lobby area, manage interruptions
- Maintain confidential client information, including data file, charting, etc.
- Provide proficient knowledge of Loaves & Fishes programs and services offered onsite
- Communicate/collaborate with area social service providers as needed
- Referral to/from area social service providers as needed
- Check phone messages and follow up
- Maintain a positive, compassionate presence in the office at all times
- Other duties as assigned

Required Skills and Qualifications:

- Knowledge of and personal commitment to the mission of Loaves & Fishes
- Experience working with people experiencing homelessness and mental illness strongly preferred
- Ability to maintain strong personal and professional boundaries
- Willingness to meet the demands of vulnerable guests experiencing homelessness



- Crisis intervention and de-escalation skills are required
- Excellent verbal and written communication skills to meet professional requirements
- Must be able to work independently and collaboratively as part of a team as well as with various programs and service providers
- Must have proficient computer skills; experience with Microsoft Office programs (Excel, Word, Access, etc.) and Google Suite
- Knowledge of confidentiality practices (compliance with HIPAA laws)
- Must be willing to work 100% on-site

Physical Requirements:

- Intermittent sitting, standing and walking throughout the day
- Must be able to climb stairs

To apply please submit resume and cover letter to Human Resources by email: hr@sacloaves.org or by fax to (916) 446-9376.

This position will remain open until filled.

Loaves & 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.