HEAT Program Client Intake Specialist

Location: Catholic Community Services of Utah, 437 W 200 S, SLC UT 84101
Status: Non-Exempt, Full-time, Temporary (4-6 months depending on needs and funds)
Salary: $14.50-15/hr DOE

Catholic Community Services of Utah provides help and creates hope for thousands of people of all beliefs who are most in need in our community through Refugee Resettlement, Homeless Services and CCS of Northern Utah programs.

Job Description:
Conduct intake procedures for clients in need of utility assistance through the HEAT Crisis program. Responsible for acquiring proof of eligibility for the HEAT Crisis program.

Responsibilities include:
1. Follow HEAT program intake guidelines to qualify clients for services.
2. Interview clients to assess their eligibility and needs.
3. Provide services when appropriate and make referrals when agency resources are not available.
4. Maintain accurate client data records for all clients.
5. Establish working relationships with other agencies providing similar assistance programs.
6. Attend workshops and conferences relating to the program.
7. Keep Program Manager advised of anything that might impact the program or agency.
8. Other duties as assigned.

Skills, knowledge and abilities:
1. Sensitivity to the plight of low income people.
2. Knowledge of local programs that might be of assistance to clients.
3. Able to enter client intake information into a computer tracking system.
4. Able to work together with other staff as a team member.
5. Fluency in Spanish preferred.
6. Must be able to pass BCI/FBI background check.

Education, training and or experience:
1. Associate’s degree in Social Work or related field or equivalent related experience.
2. Two-year’s experience working with low income people.
3. Previous experience working for a non-profit agency.
**DISCLAIMER STATEMENT:** This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. The employer reserves the right to change or assign other duties to this position.

**CCS is an equal opportunity employer.**

**To apply:** Please go the company website: ccsutah.org and apply under the employment tab.

**Position closes:** Open until filled

Requisition #: 16.11.4