

<b>Job Title</b>	Disaster Intake Specialist
<b>Employer/ Agency</b>	Alliance for Multicultural Community Services
<b>Job Description</b>	<p><b>Description:</b> The Disaster Intake Specialist will ensure individuals and families affected by Hurricane Harvey receive quality, compassionate and expeditious services to begin the recovery process.</p> <p><b>Main duties include:</b></p> <ul style="list-style-type: none"> <li>• Respond to phone and email inquiries within 24 hours</li> <li>• Schedule clients for initial appointments and conduct initial intakes</li> <li>• Responsible for follow-up with clients as needed</li> <li>• Maintain and track clients' lists</li> <li>• Coordinate with Supervisor to ensure clients are being assigned in a timely manner</li> <li>• Familiar with the sequence of service delivery and stay current on available resources</li> <li>• Have an understanding of how to improve service quality for the benefit of clients</li> <li>• Provide translation and interpretation to clients as needed</li> <li>• Maintain case files and other paperwork as required</li> <li>• Prepare and submit reports as required</li> <li>• Perform other duties as assigned including outreach</li> </ul>
<b>Qualifications</b>	<p><b>Required Qualifications and experience at this Level</b></p> <ul style="list-style-type: none"> <li>• Bilingual, bicultural preferred</li> <li>• Experience working in areas of disaster recovery and/or advocacy</li> <li>• College degree or equivalent experience</li> <li>• Ability to work independently and as part of a team</li> <li>• Willingness to work flexible hours</li> <li>• Proficiency in Microsoft Office</li> <li>• Strong attention to detail, meet deadlines and follow up in a timely fashion</li> <li>• Valid driver's license, clean driving record, automobile liability insurance, and a vehicle</li> <li>• A demonstrated commitment to humanitarian issues,</li> </ul>

	particularly as related to refugees, and fostering a welcoming community.
<b>Salary/Hours</b>	Monday through Friday, 8:30am – 5:00pm. Some weekend hours may be required. Salary DOE.
<b>Application Method</b>	Apply online at: <a href="https://alliance-multicultural.apscareerportal.com/jobs/726222/apps/new">https://alliance-multicultural.apscareerportal.com/jobs/726222/apps/new</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.