



Position: Part-Time Intake Specialist

Pay Range: \$13-16 an hour

General Summary:

The Intake Specialist is a part-time position reporting to the Shelter Case Manager. This position is based either in the Day Shelter (Pathways Community Center 546 S. Cherry Road, Suite S, Rock Hill, SC) or Night Shelter (Bethel UMC 1232 Curtis Street Rock Hill, SC 29730) depending on need and staff capacity. The primary responsibility of an Intake Specialist is to manage the intake process for new clients seeking shelter services.

Day Shelter applicants must have daytime availability for 2-4 shifts a week, each shift ranging from 4 to 9 hours depending on staff availability from 8:30 am - 5:30 pm. Night Shelter applicants must have evening availability for 2-4 shifts a week, from 5:30 pm – 8:00 pm.

Primary Responsibilities:

- Greet guests upon entering the Shelter and document shelter attendance and occupancy.
- Conduct intake assessments related to guests' demographics, past experiences in homelessness, etc.
- Refer guests to Shelter Case Manager for housing and employment needs.
- Ensuring guests adhere to shelter policies and procedures and orienting new guests to shelter policies and procedures.
- Assist Security Officers and/or Social Worker/Case Manager with other duties as requested.

Skills & Experience:

- High school diploma or equivalent required, Social Work students and graduates preferred.
- Able to work efficiently and enjoy interacting with people from all walks of life.
- Proficient with computers, and Microsoft products; HMIS or database experience a plus.
- Prior experience working with those experiencing homelessness preferred.

To apply: Please submit your resume to Rev. Emily Sutton, Executive Director of Bethel Shelters, via email at esutton@bethelshelters.org.