



Bi-Lingual INTAKE SCREENER

Job Summary:

The Intake Screener plays a crucial role in identifying and addressing the health-related social factors that impact the well-being of our clients. This position involves conducting comprehensive screenings, collecting relevant data, and connecting clients with appropriate resources and services. The ideal candidate is empathetic, detail-oriented, and committed to improving health outcomes through addressing health related social needs.

Key Responsibilities:

- Conduct thorough intake screenings to assess clients' health related social needs, including housing, food security, transportation, employment and social support.
- Collect and document detailed information using standardized assessment tools and electronic records system.
- Collaborate with healthcare providers, social workers and community organizations to ensure coordinated care and follow-up.
- Maintain accurate and confidential client records in compliance with agency policies and regulations.
- Provide clients with education and information about available resources and services.
- Monitor and track clients' progress and outcomes, ensuring timely follow-up and support
- Participate in team meetings, training sessions and continuous quality improvement initiatives.

Qualifications:

- Previous experience in a community outreach setting preferred.
- Bi-lingual (English and Spanish)
- Strong interpersonal and communication skills, with the ability to build rapport with clients from diverse backgrounds.
- Computer proficiency.
- Ability to work well with others as well as independently.
- Excellent organizational and time management skills
- Compassionate, patient, non-judgmental attitude.

Working Conditions:

- This is an office-based position that requires long periods of sitting and has moderate noise from phones, office equipment, voices from staff and clients.
- Personal transportation is required.
- Will be able to work on occasion, outside the normal hours of this position (ex. nights &/or weekends) in order to accommodate clients' needs.

Position Details:

- Full-time, 40 hours per week
- Non-exempt position
- \$15.50 - \$17.50 per hour, paid bi-weekly
- Benefits available include health, dental, vision, disability and retirement.

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