

Job Title	Outreach & Intake Specialist II
Employer/ Agency	Endeavors
Job Description	<p>ESSENTIAL JOB RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - Conduct outreach and networking activities in the community; such as stand-downs, tent cities, bus stations, shelters, under bridges etc. - Provide presentations at various community groups within the greater metropolitan and surrounding area. Promote the success and reputation of the Supportive Services for Veteran Families program. - Conduct initial eligibility screening of Veterans seeking program assistance. - Provide general information and community referrals to Veterans not meeting program eligibility requirements and/or Veterans not scheduled with a Case Manager due to program capacity. - Set up initial client file for Veterans being assigned to Case Manager. - Prepare reports as requested by Lead Outreach and Intake Specialist, Program Director or Site supervisor. - Other duties as assigned. - Demonstrate Exceptional customer service, in Everything you do, by placing the child, family, Veteran or client first to support our mission to "Empower people to build better lives for themselves, their families, and their communities."
Qualifications	<p>EDUCATION: High School Diploma or equivalent. EXPERIENCE: 1+ years in a customer service focused environment. Experience with homeless, low income, veterans & their families a strong plus, experience as OIS I preferred.</p>
Salary/Hours	Full-Time Salary: \$40k - \$45k
City, State, Zip	Texas City, TX 77554
Application Method	Apply Here: https://endeavors.org/careers/
Opening Date	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 with the hiring details of your new job opportunity. Thank you.