

## **#24-130 Housing Intake Specialist** ***HARP/HPS, Full Time, West Oahu***

The Housing/Intake Specialist researches available services within and outside Catholic Charities Hawai'i. Maintains a database of housing information and available resources. Maintains client information in a client management system. Cultivates linkages to services that are appropriate in addressing current and future clients' housing and financial needs. Assesses and develops service plans based on eligible clients' needs which include but not limited to acting as a liaison with landlords, securing permanent housing for families, monitoring their progress, addressing their challenges in maintaining their housing. The Housing/Intake Specialist must demonstrate active commitment to Catholic Charities mission and strive to incorporate the four Core Values in all aspects of daily work.

**EDUCATIONAL & WORK REQUIREMENTS:** Must have an Associate's degree in Human Services or related field plus four (4) years experience working in human services field. May also consider High School diploma plus experience working in human services field. Regularly drive to off-site locations to support business operations and coordinate logistics.

**EMPLOYMENT CLEARANCE REQUIREMENTS:** TB Clearance, HI State Criminal Check, Driver's License, Access to Vehicle with Current Valid Registration, Safety Check, and No-Fault Insurance, Education Verification

**COMPENSATION:** \$44,195.91 - \$51,470.37

**DEADLINE TO APPLY: March 19, 2025**

*Catholic Charities is an Equal Employment Opportunity Employer*  
*For more information about this and other positions, check out our website at*  
<https://www.catholiccharitieshawaii.org/careers/>