



All Peoples Community Center JOB ANNOUNCEMENT

Date of Announcement:	August 15, 2022
Agency:	All Peoples Community Center
Job Title:	HPP 2.0 Intake/Data Specialist
Salary Range:	\$17.00 per hr. - \$19.00 per hr. (DOE) - Full Time
Closing Date:	Position will remain open until filled
Start Date:	Immediately
Program:	Homeless Prevention Program 2.0
Send Resume:	Julio Ramos jobs@allpeoplescc.org

All Peoples is an all-encompassing community center providing social services and programs to empower individuals, promote community respect, and encourage self-determination.

DUTIES AND RESPONSIBILITIES

- Conduct initial, pre-screening of potential clients
- Complete Intakes
- Refer clients that meet minimum eligibility criteria to Menu of Services or Case Management
- Refer clients who do not meet eligibility to other services
- Collect reports and input data into CRM system
- Other task as assigned

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- **Bilingual in English and Spanish**
- 2 years' experience working with persons with low socioeconomic level and/or multi-cultural community
- 2 years' customer service experience
- Experience working with the community
- Computer literate
- Experience in word, excel, and data entry
- Ability to work weekends or evenings if required
- Must have transportation
- Bachelor Degree in social services or related Field.

All Peoples Community Center is an equal opportunity employer and adheres to hiring practices *in accordance with Federal and State regulations*

**To apply, send your resume and cover letter, to jobs@allpeoplescc.org
E-mail submission only/No phone inquiries. Responses will be sent only to individuals meeting
the outlined requirements of the position.**