

# NOTICE OF JOB OPENING

## Intake Coordinator

The Intake Coordinator position is responsible for greeting Housing Assistance clients and visitors, evaluating service needs, and making referrals to appropriate programs. This position answers incoming phone calls and distributes all incoming correspondence; Collects and enters client data into appropriate software systems; Ensure that customer service practices are providing a positive experience and are aligned with company values; Provides triage and initial information about housing programs and referral services to clients.

Qualifications for this position include the ability to capture and enter client information in electronic databases, strong interpersonal and communication skills, ability to be compassionate, ability to interact with high-risk clients while being respectful and keeping appropriate boundaries. Basic knowledge regarding housing programs is required!

This position requires the ability to work from 9am to 5pm Monday -Friday and reports to the Information and Client Services Manager.

Interested in the above position or have a friend who may be?  
Please e-mail responses to [cdanzl@haconcapecod.org](mailto:cdanzl@haconcapecod.org) or send letter of interest and  
resume:

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