

BAYAUD ENTERPRISES**JOB POSTING:** Intake Specialist Assistant/ Employment Specialist Assistant**HOURS REQUIRED:** Total of 32 Hours (Flex)**POSITION COMPENSATION:** Based on experience**PRIMARY TASKS:** *Professionalism and Confidentiality in all duties and interactions***Intake Specialist Assistant**

- Contact scheduled participants interested in services at Bayaud Enterprises via phone, and email. Give a brief overview of services and schedule intake appointments with participants.
- Conduct in-person intakes with participants. Enter information into data base.
- Refer participants to appropriate Employment Specialist, and other resources and services, both within the organization and in partnership with other community and government organizations.

Employment Specialist and Housing Assistant

- Assist participants with job search and applying for jobs online
- Help with weekly evening programs (4-6pm)

QUALIFICATIONS: *Compassion, empathy and patience for the people seeking services from Bayaud Enterprises*

- Ability to utilize the following platforms to complete data tracking and case management: Microsoft Excel, Microsoft Word, Microsoft Outlook, SharePoint, and ability to learn new programs quickly. (organizational case management system).
- Strong organizational skills (working with two supervisors and programs).
- Ability to conduct informational phone calls and emails with a high level of confidentiality, customer service, professionalism and awareness of barriers our served populations face.
- Strong observational and listening skills; ability to translate observations into productive feedback for participants and/or employment specialists, and other involved persons.
- Strong understanding of Bayaud, and other community programs, resources, services and benefit systems.
- Excellent time-management skills – with excellent customer service.
- Good understanding of behavioral health issues and related behaviors, including medication symptoms, and how these impact workability and job success.
- Demonstrated ability to utilize motivational interviewing and other psychosocial assessment techniques during interviews with participants.
- Personal commitment and ability to work with an Integrated Services Model and team, in fulfilling Bayaud's Mission Statement of using employment as a key component to ending personal instability and supporting personal recovery.
- Ability to cultivate strong working relationships with staff, ask questions as needed and share successes and struggles.

EDUCATION AND/OR EXPERIENCE:

A minimum of a high school diploma and two years training/experience in motivational interviewing and working with marginalized populations. Clerical and MicroSoft Suite experience is required. Experience working in a database is a plus.

TO APPLY: Send cover letter and resume in an e-mail with job title in the subject line toSue.richardson@Bayaudenterprises.org