



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: www.wcac.net

YouthWorks Summer, Intake Specialist, Temporary Full Time (37.5 Hours)

Worcester Community Action Council, Inc. (WCAC) is seeking a temporary full time Intake Specialist for our YouthWorks Summer Jobs program. The Intake Specialist will interact with YouthWorks applicants to receive and review intake forms and employment documents to complete their application. The Intake Specialist will also enter and maintain a database of YouthWorks participants.

This is a temporary, summer position starting May 21, 2018. The Intake Specialist will work 37.5 hours per week, Monday to Friday from 8:30a – 4:30p through July. Beginning in August the hours will be reduced to 30 hours per week or less depending on the needs of the program.

Qualifications:

- Demonstrate a personable and professional image at all times.
- Ability to coordinate and manage logistics relative to the collection of data.
- Must be proficient in Microsoft Office.
- Ability to multitask and work in a busy environment.
- Ability to work effectively and cooperatively with staff and clients from diverse cultural, educational and socio-economic backgrounds required.
- Excellent verbal and written communication skills required.
- Experience working with at-risk youth required.
- Ability to maintain confidential information.
- Bilingual ability preferred.

Other Requirements:

- Ability to successfully complete a CORI/SORI review.

Duties and Responsibilities:

- Assist with the coordination of the YouthWorks intake process to include receiving and reviewing applicants' intake forms and related employment documents and assessing if additional information is needed.
- Coordinate with applicants to obtain missing or additional information by phone or in person. Maintain accurate checklists.
- Enter applicant personal information and demographics into a database. The Intake Specialist must be able to maintain confidentiality and enter data correctly.
- Maintain filing system and Excel spreadsheet of all intake forms and applications so that they may be easily accessed.
- Communicate with partner agencies as needed demonstrating professionalism and excellent customer service skills.
- Support the Job and Education Center team as needed performing various clerical tasks.

Send cover letter and resume specifying position to: hr@wcac.net or Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608.