



## **INTAKE WORKER**

### **EMERGENCY SERVICES DEPARTMENT**

**34 POND STREET, WESTERLY, RI**

**FULL-TIME (40 HOURS PER WEEK)**

**GENERAL RESPONSIBILITY:** Greeting and assisting clients/applicants with appointments and those who walk in.

**SPECIFIC RESPONSIBILITIES:** Addressing/resolving any inquires and scheduling appointments, etc; Implementation of programs (LiHEAP, Food, Housing, Weatherization, RI Donation Exchange Program) by taking/completing/filing applications, Conversing with vendors and/or contractors; Mailing Confirmation Letters/checks to applicants/vendors; Maintaining necessary case notes and relevant spreadsheets.

**QUALIFICATIONS:** High School Diploma or Equivalency.

**SPECIAL QUALIFICATIONS:** Able to operate basic office equipment and possess the basic knowledge of computer programs. Pleasant/friendly approach to clients, community and coworkers. Flexible.

**APPLICATION PROCESS:** Cover Letter and resume due to Tri-County Community Action Agency at [apply@tricountyri.org](mailto:apply@tricountyri.org); fax 1-855-372-4016; mail to Tri-County Community Action Agency, 1126 Hartford Avenue, Suite 201, Johnston, RI 02919.

**Tri-County Community Action Agency is an Equal Opportunity and Affirmative Action Employer. Tri-County is committed to treating all applicants and employees fairly based on their abilities, achievements, and experience without regard to race, color, national origin, religion, sex, age, disability, veteran status, sexual orientation, limited English proficiency (LEP), gender identity, or any other classification protected by law.**