



Employment Opportunities/ Job Openings

Intake Specialist-Information & Referral **Family Stabilization Program**

Catholic Charities Atlanta is hiring a **full-time Intake Specialist- Information & Referrals** for our Family Stabilization Program. In this role, you will provide information and referrals regarding health and human services to individuals and organizations via telephone, email and walk-in contact. Must have the skills to quickly assess client needs, identify appropriate resources and provide all necessary information to clients. Additional job duties include: community outreach including attending health fairs, events and meetings; advocacy on behalf of clients with other agencies; and maintaining accurate, updated records and files.

Good interpersonal, verbal, and written skills are required. Additionally, candidates must possess a Bachelor's degree or have related experience in the field with a minimum of 1-3 years' experience in a diverse community setting. Knowledge of community resources and direct client service experience preferred. Bilingual in English and Spanish a plus.

If interested, please email a **resume** and **cover letter** to:

ccaemployment@c atlanta.org