

**Emergency Assistance Intake Worker – Full Time**  
**The Province of St. Joseph of the Capuchin Order – Services Center**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

The Capuchin Soup Kitchen, a ministry of The Province of St. Joseph of the Capuchin Order, is currently seeking an Emergency Assistance Intake Worker for our Services Center location. The Emergency Assistance Intake Worker will be responsible to interview and evaluate guests to determine their eligibility for services and will assist guests in accessing external resources to meet additional needs.

**Essential Duties include:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Interview guests requesting emergency services.
- Determine eligibility for emergency services.
- Conduct all interviews in a respectful, polite, professional and just manner maintaining the guest's dignity throughout the process.
- Refer guests to appropriate outside agencies when their needs exceed our ability to serve.
- Document all guest services and referrals in the CSK database, maintaining their historical records and updating when needed.
- Maintain guest confidentiality in all dealings within the service delivery system.
- Advocate for the guests to EAW Department Manager and/or external agencies.
- Support front desk duties when necessary for shift and break coverage.
- Perform other tasks as assigned.

**Qualifications:** The desired education and experience level for this position is a High School diploma, 2 years of post high school education preferred, 2 years of relative work experience preferred. Multi-lingual preferred. Ability to read, write and follow detailed oral and written instructions in English. Ability to maintain cooperative working relationships with management, co-workers and guests to the Soup Kitchen. Hours are 5 days a week, 8:30am – 4:30pm with potential for extra hours. 40 hours/week.

Interested candidates can apply in any of the follow 3 ways:

1. Pick up an application at the Meldrum Soup Kitchen site.  
**Submit letter of interest and resume to:**
2. [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include Pantry/Clothing Worker in the subject line.  
(Or)
3. Attention: Human Resources  
Pantry/Clothing Worker  
The Province of St. Joseph of the Capuchin Order  
1820 Mt. Elliott Street  
Detroit, Michigan 48207