

Catholic Charities Diocese of Arlington
Christ House Emergency Shelter

Job Title: RECEPTIONIST

Benefits:

- Help low-income individuals and families get the help they need
- Enhance Christ Houses' referral system
- Assist Christ House residents by relaying information to them
- Help interested people find out how they can be a part of Christ House
- Streamline Christ Houses' intake process
- Help the Emergency Assistance office reach as many people as possible

Responsibilities:

- Answer phones and direct calls to appropriate offices
- Refer callers to proper resources if they are ineligible for assistance here
- Evaluate callers for possible food and clothing assistance
- Inform callers of volunteer opportunities at Christ House
- Maintain call log
- Check Christ House voicemail and forward on messages

Qualifications:

- Experience in reception or secretarial work
- Bilingual in Spanish, a plus
- Experience with customer service
- Ability to assist people in crisis
- History with CrisisLink or similar organization a plus

Commitment:

- Minimum of one day a week for four hours.
- Commitment of one year or more

Hours of availability:

- Position open 8 am to 4 pm Monday through Friday

Location:

Christ House Emergency Shelter, 131 S. West Street Alexandria VA 22314

Contact:

Tom Bransfield, Case Manager 703-549-8644, or tbransfield@ccda.net

visit our website at www.ccda.net