



## HELP Carolina Employee Inquiry Form

### Helping Everyone Leave Poverty (HELP)

Thank you for your interest in joining HELP Carolina! We are a community-driven nonprofit organization dedicated to addressing homelessness and poverty in Gaston, Lincoln, and Cleveland Counties. Our team works collaboratively to empower individuals and families, ensuring access to critical services and resources.

### Positions Available:

1. **Intake Specialist:** Serve as the first point of contact for individuals seeking assistance, guiding them through the intake process and ensuring they feel supported.
2. **Case Manager:** Provide one-on-one support to clients, creating individualized plans to transition from homelessness to stability.
3. **Service Management Leader:** Lead and oversee the implementation of programs and services, ensuring efficiency and alignment with HELP Carolina's mission.

**To express your interest, please complete the form below:**

### Contact Information

1. **Full Name:**
2. **Phone Number:**
3. **Email Address:**
4. **Address (City/State):**

## **Position Interest**

1. Which position(s) are you interested in?
  - Intake Specialist
  - Case Manager
  - Service Management Leader
  - Other (please specify): \_\_\_\_\_
2. Why are you interested in this position? (Briefly explain)

## **Work History and Experience**

1. Do you have prior experience in:
  - Social services
  - Case management
  - Intake or administrative work
  - Leadership/management
  - None of the above
2. **Briefly describe any relevant work or volunteer experience:**

## **Availability and Preferences**

1. Are you seeking:
  - Full-time work
  - Part-time work
  - Volunteer opportunities
2. When are you available to start?

## **Other Information**

1. What motivates you to work in this field?
2. How did you hear about HELP Carolina?
3. Do you have any certifications, trainings, or skills relevant to this work? (e.g., HMIS, social work degree, trauma-informed care)

## **Acknowledgment**

By submitting this form, I confirm that the information provided is accurate and that I am interested in learning more about opportunities at HELP Carolina.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_