

**Intake Coordinator (Full Time / Permanent) – BSW or MSW**

Jewish Family & Children's Services of Northern New Jersey [JFCS] is based in Teaneck, NJ and serves Bergen, North Hudson and parts of Passaic County. We are seeking a BSW or MSW to address incoming client calls as Intake Coordinator for this robust human services agency. The ideal candidate is a curious problem solver with strong attention to detail, a passion for our mission (see our website [jfcsnj.org](http://jfcsnj.org) for that mission), and 1-3 years of relevant experience. We would consider those with Bachelors in Social work, BSW or Masters in Social Work, MSW.

- Screen incoming clients
- Triage needs
- Problem solve issues and concerns
- Provide information and referral accordingly

Bilingual in Spanish is a huge plus but not essential.

Competitive salary + benefits, holidays, etc.

Join us!

Email resume: [HR@JFCSnj.org](mailto:HR@JFCSnj.org)