



## Client Intake

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This volunteer is the first contact with COFU as someone comes to us for assistance. You will aid all clients in the intake process. Reports directly to the Office Manager

### Duties:

Let clients into COFU. Check ID, verify address, and determine family size and makeup for food/clothing volunteers. Contact LIFE PLUS Caregiver and send client to them. Enter all information on Client Intake Form into CiviCore Database. Enter donation information into donor logs. Answer phones and direct clients to areas of facility they need to go to.

### Objective:

To have all clients treated with respect and dignity as soon as they enter the COFU facility. All records need to be current so we always have the ability to create reports, access information about clients and share information with other agencies we work with. **Client confidentiality must be top priority!**