

Job Title	Intake Coordinator
Employer/ Agency	The Women's Home
Job Description	<p>Description: The Intake Coordinator plays a multifaceted role. They manage admissions, interact with individuals by phone and in person, build community relationships, and participate in therapy sessions. It's a dynamic, multitasking position.</p> <p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Conduct telephone screenings to assess client eligibility and refer to suitable treatment providers when necessary. • Perform initial screenings and diagnosis, employing DSM V, CAAPE, and various clinical assessments. • Conduct in-person assessments to gauge mental stability and program suitability, educating potential clients on program details and making community referrals as needed. • Determine the appropriate level of care based on client assessment, readiness for change, and presenting concerns. • Develop and implement admission procedures to meet client and agency requirements. • Maintain client census at a minimum of 85% capacity. • Cultivate professional community relationships to enhance referral sources for The Women's Home. • Keep an updated contact list of community referral resources. • Gather essential admissions documents, including background checks, medical releases, and employment histories. • Notify staff promptly about new clients and provide necessary paperwork. <p>Other Responsibilities:</p> <ul style="list-style-type: none"> • Manage a clinical caseload (2-4 individual therapy clients and 2-3 groups). • Supervise interns from local graduate schools. • Enter, maintain, and generate necessary electronic reports in the HMIS system and other data management programs. • Develop referral information consistent with the agency's image. • Participate in community outreach and public speaking as required. • Employees in this role will be scheduled for one Saturday shift per month. • Attend all staff and clinical meetings. • Perform other duties as assigned by the Manager of Clinical Services.
Qualifications	<p>Qualifications:</p> <ul style="list-style-type: none"> • QCC, LPC, LCDC or LCSW certification required with a minimum of two years of relevant experience.

	<ul style="list-style-type: none"> • Proficiency in DSM V psychiatric diagnosis and treatment. • Knowledge of pre-admission screening criteria, psychiatric evaluation, and medical clearance. • Familiarity with community resources. • Strong written and verbal communication skills. • Computer proficiency, including electronic data management. • Preferred knowledge in marketing/public relations. • Ability to work effectively as a team member.
Salary/Hours	Full-Time Salary Range: \$60,000.00 To \$75,000.00 Annually
City, State, Zip	Houston, TX 77006
Application Method	Apply Here: https://www.thewomenshome.org/careers-at-the-womens-home/
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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