

INTAKE COORDINATOR

JOB DESCRIPTION

GENERAL DESCRIPTION

As an employee of Shults-Lewis, you are required to be a faithful member of the Church of Christ, as outlined in the by-laws and updated by the Board of Trustees.

The Intake Coordinator is responsible for determining possible potential residents by conducting pre-placement interviews, collecting paperwork, and assisting with the transition of the resident into placement.

QUALIFICATIONS

Bachelor's Degree required, preferred in Social Work; Ability to discern potential residents who are best suited for the program; Ability to communicate professionally with potential families, guardians, and residents.

RESPONSIBILITIES

1. Field and respond to referrals
2. Processing and organization of placement applications
3. Maintain contact with referral sources
4. Coordinate Pre-placement visits which entails working up assessments, also include flexibility with on-site assessments and if needed, attend pre-placement interviews
5. Placement determination and execution which includes: Lead discussions of different cases to be considered, Scheduling placements to meet various needs, Negotiate family support, Control implementation of admission requirements, Control and maintenance of file on admission, and Recommend programming assignments –caseload, and home, etc.
6. Lead focus and process groups and update therapeutic logs
7. Writes Social History for each resident in Treatment Plans
8. Presents Social History of resident in initial staffing
9. All other duties as assigned by your direct supervisor