

# EXPONENTS

Improving health. Igniting hope.

**JOB TITLE:                    MATS Grant Intake Specialist - Non Exempt**

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**Reports To:**                    Sr. Clinical Director                    Non-Exempt

## **Duties and Responsibilities**

- Responsible for responding to all program referrals;
- Provides intake, assessment, and evaluation to all eligible MAT referrals;
- Recruitment and outreach for eligible clients for MAT;
- Makes appropriate emergent referrals for consumers during intake, if necessary;
- Provides follow-up services to referrals that 'No Show' or are on our waiting list;
- Ensures that admission paperwork is completed within 24 hours;
- Disseminates client information to the team in a timely manner;
- Participates in client staffing, as needed or requested;
- Completes the monthly referral/intake reports required for grant measurables;
- Communicates as needed with the team regarding admission concerns/issues;
- Documents all services provided;
- Works on an interdisciplinary team;
- Participates in clinical supervision;
- Participates on mini/mega teams for case consultation as needed or requested;
- Performs other clinical duties as needed in the program;
- Performs other duties as requested by their supervisor within the scope of the job;
- Provides individual counseling;
- Completes and submits monthly reports

**Qualifications:** Comprehends and utilizes a variety of intervention techniques; Provides client-centered, respect-based, empowerment-oriented, relational approach; Utilizes the 12 core functions of substance abuse intervention; Knowledgeable about substances, MAT, addiction and recovery; Recognizes relapse signs and provides intervention; CASAC preferred, at least CASAC T required

**Salary Range:**                    \$40,000

**Resumes:**                    Submit resume and cover letter to:  
Wendy Jenerette, Sr. Director of Human Resources  
Email: [Jenerette@exponents.org](mailto:Jenerette@exponents.org)