



JOB TITLE: Intake Specialist- Non-Exempt

Reports To: Clinical Director Non-Exempt

Duties and Responsibilities

Responsible for identifying new appropriate clients for admission into outpatient drug treatment and harm reduction programming as well as responding to all program referrals;
Provides intake, assessment, and evaluation to all eligible outpatient treatment referrals;
Recruitment and outreach for eligible clients for Medication Assisted Treatment
Provides SBIRT and individual counseling
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;
Conducts presentations on programming at partner agencies to increase recruitment and intake
Disseminates client information to the team in a timely manner;
Completes the monthly referral/intake reports required for grant measurables;
Communicates as needed with the team regarding admission concerns/issues;
Documents all services provided;
Comprehends and utilizes a variety of intervention and engagement techniques;
Provides client-centered, respect-based, empowerment-oriented, relational approach;
Knowledgeable about substances, MAT, addiction and recovery; knowledge of HIV a plus;
Recognizes relapse signs and provides intervention;
Participates in clinical supervision
Participates on interdisciplinary mini/mega teams for case consultation as needed or requested;
Performs other duties as requested by their supervisor within the scope of the job;

Qualifications: CASAC preferred, CASAC-T required; Provides client-centered, respect-based, empowerment-oriented, relational approach; Has experience doing SBIRT and has worked in a treatment setting with intake and/or recruitment responsibilities. recognizes relapse signs and provides intervention.