

<b>Job Title</b>	<b>Clinical Intake Coordinator</b>
<b>Employer/ Agency</b>	The Council on Recovery
<b>Job Description</b>	<p><b>POSITION SUMMARY</b></p> <p>The Clinical Intake Coordinator position is responsible for screening and assessing clients who present to The Council for clinical services. This person has knowledge of, access to and ability to refer to all Council programs and services, as well as knowledge of and ability to refer to relevant community and national resources. Case management, crisis intervention, services marketing and substance use education also are all responsibilities of this position.</p>
<b>Qualifications</b>	<p><b><u>EDUCATION AND EXPERIENCE QUALIFICATIONS</u></b></p> <p><i>Credentials/Education</i></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree required; Master’s Degree in social work, psychology, counseling or related field strongly preferred;</li> <li>• Clinical training or certification a plus (e.g. crisis intervention/response, courses toward clinical degree)</li> <li>• Relevant Licensure a plus</li> </ul> <p><i>Experience/Skill</i></p> <ul style="list-style-type: none"> <li>• Experience with substance abuse evaluation, counseling and case management</li> <li>• Experience as an intake coordinator in a substance abuse counseling and/or mental health setting strongly desired</li> <li>• Experience and or demonstrated knowledge of individual and family substance abuse related challenges</li> <li>• Understanding of DSM 5 diagnostic criteria for substance use disorder and mental health disorders</li> <li>• Strong computer skills and experience – Microsoft Word and Excel required; database experience a plus</li> <li>• Excellent time management and organizational skills</li> <li>• Excellent written and spoken communication skills</li> <li>• Working knowledge of local and community resources</li> <li>• Bilingual English/Spanish preferred</li> </ul>
<b>Salary/Hours</b>	<b>Monday – Friday / 8:30 am - 5:00 pm (Hours and days could vary and could include some evenings and weekends)</b>
<b>Employer/Agency</b>	The Council on Recovery
<b>Address</b>	303 Jackson Hill Street
<b>City, State, Zip</b>	Houston, TX 77007
<b>Contact Person</b>	Human Resources

<b>Telephone Number</b>	281-200-9321
<b>Fax Number</b>	281-200-9341
<b>Email Address</b>	<a href="mailto:hrdept@councilonrecovery.org">hrdept@councilonrecovery.org</a>
<b>Application Method</b>	<a href="http://www.councilonrecovery.org/employment/">http://www.councilonrecovery.org/employment/</a> or email resume to <a href="mailto:hrdept@councilonrecovery.org">hrdept@councilonrecovery.org</a>
<b>Opening Date</b>	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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.