

Job Title	Admissions Coordinator
Employer/ Agency	We are Center for Success and Independence (www.tcsi.org) – a thriving non-profit behavioral health program dedicated to serving adolescents and their families who struggle with behavioral, emotional, and substance abuse issues. Our vision is to continue to grow both the breadth and the quality of our program’s services. We accomplish this by recruiting dedicated people to our team in order to serve our clients and further the mission of the company. We offer great career opportunities to people along with competitive salary, benefits, clinical training, supervision, and direct clinical opportunities.
Job Description	<p>The ADMISSIONS COORDINATOR is the face of the program. This person will usually be the first person to whom parents or referral sources speak. It is your responsibility to describe our program and discuss with families the many determining factors around the admission process. You are responsible for admission/discharge planning, ensuring compliance with all admission/discharge policies and procedures, managing admission waitlist, determining and explaining insurance benefits, answering all telephone referral calls, parent tours, census reporting, data collection and managing, admission assessments, and new client orientations. Additionally, one will maintain clinical documentation and job performance benchmarks set forth by supervisor.</p> <p>You would be working with families for pre-admission counseling or coordinating admission and discharge. The position interacts daily with adolescent males and females in a residential setting, the entire treatment team, and support personnel (direct care, nursing, doctors, administration, administrative support, etc.). Family involvement is a crucial component to this program and you will have regular involvement with the families of our clients or families of potential clients.</p> <p>Day-to-day responsibilities: Pre-admission counseling and coordination with families of adolescents or placement agencies Answering and following up on all referral calls (5-15 per day) Discharge planning and discharge documentation Admission assessments Admission documentation (consents, chart construction, etc.) Weekly staffings with interdisciplinary team Verifying insurance benefits New client orientation</p>
Qualifications	Bachelor’s degree in the field (social work, human resources, psychology) Behavioral health experience or behavioral health education and understanding Schedule flexibility to work early evenings depending on availability of families for family therapy case assignments Experience working with adolescents and families with substance abuse, trauma, emotional, and/or behavioral problems Drug free Criminal history free (FBI fingerprint background check required)

Salary/Hours	Full time position, Monday-Friday. Schedule flexibility in the evening is required in order to meet the schedule needs of families.
Employer/Agency	Center for Success and Independence
Address	3722 Pinemont Drive
City, State, Zip	Houston, TX 77018
Contact Person	Marc Elliott, LPC
Contact Title	Director & Psychotherapist
Telephone Number	713-426-4545
Fax Number	713-426-4747
Email Address	melliott@tcsi.org
Application Method	Please send resumes and cover letter to Marc Elliott via email address above.
Opening Date	1/25/16

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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