

Job Title	Admissions Coordinator
Employer/ Agency	The Women's Home
Job Description	The Admissions Coordinator is responsible for coordinating all aspects of the admissions process. This includes conducting telephone and in-person assessments, making determinations regarding admissions, and developing strong relationships with community resources in order to increase agency visibility and referrals. The Admissions Coordinator will also carry a small clinical caseload of individual and group therapy.
Qualifications	Master's degree in social work or related field. Two to five years of experience. License/certification in appropriate field. Knowledge of DSM V psychiatric diagnostic and treatment nomenclature Knowledge of criteria for preadmission screening including severity and intensity of illness Knowledge of psychiatric evaluation process and medical clearance criteria Knowledge of community resources
Salary/Hours	TBD
Employer/Agency	The Women's Home
Address	607 Westheimer Road
City, State, Zip	Houston, Texas 77006
Contact Person	Jasie Boyd
Contact Title	Director of Programs and Training
Telephone Number	713.521.3150 ext. 141
Fax Number	713.521.3191
Email Address	jboyd@thewomenshome.org
Application Method	For full job description, please visit www.thewomenshome.org . Please submit resumes to Jasie Boyd at jboyd@thewomenshome.org
Opening Date	11/1/15

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