

Job Title	Intake Coordinator
Employer/ Agency	Family Health Center
Job Description	<ol style="list-style-type: none">1. Oversee Family Counseling and Children's Services intake process to include:<ol style="list-style-type: none">a. Meeting with clients to complete initial assessment.b. Making appropriate referrals when Agency is deemed as unable to meet client needs.c. Thorough and clear documentation of all intake interviews including diagnostic impressions and recommendations.2. Provide individual, couple, family, and group therapies to clients from vulnerable and underserved populations (LMSW only).3. Develop treatment plans based on evidenced-based therapies (LMSW only)4. Complete appropriate documentation per agency procedure5. Attend and actively participate in staff meetings; initiate and/or participate in staff committees and study projects; contribute unique personal experiences as appropriate.6. Interpret and represent the agency to community agencies and professionals and to the community at large through both formal and informal means.7. Assist in determining the content and format of conferences with supervisor and other staff development opportunities.8. Acceptance of additional assignments according to personal interests and qualifications.9. Abide by appropriate code(s) of ethics.
Qualifications	<ol style="list-style-type: none">1. Education: Master's degree from an accredited school of

	<p>social work and recognition in Texas as a Licensed Master Social Worker. Will consider bachelor of social work or closely related discipline.</p> <p>2. Experience: Ability to work successfully with people of diverse social, economic, and ethnic backgrounds. Evidences compassion for serving the vulnerable including the homeless and residents of public housing. Ability to provide counseling in English and Spanish required.</p> <p>3. Personal: Demonstrated qualities of maturity, flexibility, warmth, sensitivity, and the ability to apply theory in practice.</p>
Salary/Hours	Hours: M-F, 8-5 Salary: Commensurate with experience
Employer/Agency	Family Health Center
Address	1600 Providence Drive
City, State, Zip	Waco, TX 76707
Contact Person	Robert Ward
Contact Title	Executive Director
Telephone Number	254-313-4500
Fax Number	
Email Address	rward@wacofhc.org
Application Method	e-mail or call for more information
Opening Date	10/4/2016

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