### Job Title
Intake/Assessment Specialist

### Employer/Agency
Woodland Springs Hospital

### Job Description
- Receives inquiry calls and assists the caller with scheduling a face-to-face assessment or triage to the appropriate community referral.
- Assesses or ensures assessment by a qualified mental health professional of patients who present for assessment.
- Screens for medical and behavioral emergency conditions.
- Performs a comprehensive assessment and quality therapeutic care to patients seeking treatment of substance abuse, dual diagnosis or psychiatric or emotional disorders; coordinates with the clinical team/on-call physician to ensure these needs are met either at the facility or other appropriate community provider.
- Interprets treatment to patient and family to help reduce fear and other attitudes obstructing acceptance of care and continuation of treatment.
- Completes the administrative processes of admission and precertification of care with external payers, as necessary.

### Qualifications
- Master’s degree in social work or counseling required, RN licensure may be used in place of master’s degree or per state regulations.
- Current unencumbered clinical social work, counseling license or per state of practice guidelines. RN license may be accepted.
- Valid driver’s license and a favorable Motor Vehicle Report (MVR), along with proof of insurance when using own auto.
- Ability to meet typing keyboard expectations.
- CPR and CPI certified within 30 days.
- Prior experience in a psychiatric healthcare facility working with adult and geriatric patients preferred.
- Must have strong clinical assessment skills.

### Salary/Hours
Full time Overnight and/or PRN (days, nights, weekends)

### Application Method
Email resume

### Opening Date
Immediately

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