

Job Title	Licensed Clinical Intake Coordinator (LPC, LCSW, LMFT)
Employer/ Agency	GDI Enterprises
Job Description	<p>GDI Enterprises is looking for a Licensed Mental Health Intake Coordinator that will be responsible for assessing and identifying psychosocial, educational, developmental, and behavioral functioning of the prospective child and adolescent clients. The Licensed Mental Health Intake Coordinator will utilize DSM criteria to complete initial assessments to determine eligibility for behavioral health services for children and adolescents. The initial assessment will help determine the appropriate level of care. Upon completion of the initial evaluation, the Licensed Mental Health Intake Coordinator will discuss treatment recommendations with the prospective clients and family members as appropriate. Must be familiar with, and/or willing to be trained in, trauma-informed care. This includes understanding, recognizing, and responding to the effects of all types of trauma, and an ability to work in a behavioral environment where staff conveys dignity, respect, hopefulness, and the opportunity for choice and empowerment among consumers.</p> <p>The Licensed Mental Health Intake Coordinator is one of the first clinical staff an individual and family will encounter when seeking mental health services with GDI Enterprises. This position will predominately see children and adolescents for clinical assessments but may see adults as needed.</p> <p>Duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> · Gather pertinent information to complete a psychosocial assessment, clinical evaluation treatment plans for prospective clients. Assessments will be conducted face to face as well as utilizing a telehealth system. · Submit completed assessments, treatment plans, or any other documentation needed to approve client services as required by reimbursement standards and the policies and procedures manual in a timely manner to Clinical Supervisor. · Update treatment plans as needed. · Maintain the highest level of confidentiality, privacy, and security. · Uphold and promote all standards of CARF, HIPAA, reimbursable compliance, and The Agency policies and procedures outlined in the agency's policy manual. · Assessments may require the utilization of counseling skills, problem-solving techniques, and brief crisis intervention to support individuals being assessed. · Must utilize concurrent documentation to meet documentation requirements. · Attend weekly management meetings.
Qualifications	<ul style="list-style-type: none"> · Completion of a Master's Degree in a clinical program (social work or counseling) that is regionally accredited and that is primarily oriented to mental health service delivery. · Full licensure in the State of Texas (LPC, LCSW LMFT) as well as acquisition and maintenance of that license to practice and to obtain maximum insurance reimbursement. · Ability to pass a criminal background check. · Maintain a current driver's license and maintain current insurance. · Experience with children ages 3-17 years. · Experience in conducting diagnostic evaluations and psychosocial assessments preferred · Ability to participate respectively as a team member during department and agency meetings.

	<ul style="list-style-type: none"> · Excellent verbal and written communication skills. · Ability to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary customer service. · Ability to work independently and to carry out assignments to completion within parameters of instructions given prescribed routines, and standard accepted practices. · Capacity for flexibility in dealing with ongoing changes in the service delivery system. · Bilingual in English/Spanish is required
Salary/Hours	\$50,000 - \$60,000 a year
Employer/Agency	GDI Enterprises
City, State, Zip	Houston, TX
Application Method	To apply: https://www.indeed.com/viewjob?jk=e1775c59323caf10&tk=1fd95je9vu3is802
Opening Date	Immediate

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.