



Job Title:	Intake Coordinator/Therapist	Job Category:	Clinical
Location:	15999 W. 12 Miles Road Southfield, MI 49306	Travel Required:	5%
Department:	Clinical	FLSA Type:	Exempt
Reports to:	Director of Clinical and Residential Services		

General Summary: Responsible for covering all areas of intake and for providing direct service to Kadima clients in conjunction with other service providers.

Principal Duties and Responsibilities

Intake Responsibilities:

- Respond to initial phone contacts and/or requests for Kadima information and services
 - Maintain call log
 - Maintain client wait list
- Conduct initial meetings to assess for compatibility to Kadima’s programs/services including CLS, Zussman Activity Center, Outpatient Therapy and residential programs.
- Complete intakes for all Kadima programs/services including CLS, Zussman Activity Center, Outpatient Therapy and residential programs.
- Complete psychosocial assessment for all new clients.
- Assist with placement process into residential program
 - Take client to visit residential home, meet other clients and staff, complete initial intake paperwork
 - Assist the Quality and Compliance Coordinator in organizing the annual distribution of client financial aid requests and
 - Coordinate and implement moves of existing Kadima clients to different levels of care within Kadima.
- Maintain set office hours for walk-in services.
- Complete initial Psychosocial assessments and updated psychosocial assessments on clients living in a Kadima homes and engaged in Kadima services.
- Complete an Individual Plan of Service, quarterly and annual updates on all clients, including monthly visits either at the home or in the office.
- Maintain communication with treatment team and service providers
- Develop and implement treatment plans with treatment team
- Provide crisis intervention services
- Maintain client files and assure records comply with the Commission on Accreditation of Rehabilitation Facilities (CARF) standards
- Document all meetings and calls with consumers, family members, providers, etc
- Provide input for program planning
- Attend supervision, staff meetings, quarterly and in-service trainings
- Follow Kadima mission statement and Ethical Code of Conduct
- Abide by the National Association of Social Workers (NASW) Code of Ethics, Adult Protection Code, Mental Health Code, and the Commission on Accreditation of Rehabilitation Facilities (CARF) guidelines
- Perform any additional duties as assigned by supervisor

Knowledge, Skills, Abilities and Qualifications Required:

- Must have minimum of master’s degree in social work (LMSW preferred), psychology (LLP), or other related mental health field
- Must be licensed through the State of Michigan
- Must have experience working with adults with psychiatric disabilities
- Must have good written and oral communication skills
- Must have a valid Michigan driver’s license

Working Conditions:

Accommodation(s):

As appropriate and fiscally reasonable.

Physical Requirements: Ability to sit most of the day in office

Ability to look at computer screen on a continual basis for long periods of time

Environmental Conditions: Office Setting

This Company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying the position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.” The described job requirements are subject to change to reasonable accommodate qualified disabled individuals.

Approvals:

Employee Signature

Date

Supervisor Signature

Date