



Job Opportunity

Child & Adolescent Behavioral Health

Position Available: Front Door/Intake Worker

Overview

Now more than ever, mental and behavioral health care for kids is needed in our community. Child & Adolescent Behavioral Health is looking to meet the growing demands by hiring a full-time Front door/Intake Worker.

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the support they need. We are a collaborative network of child therapists, psychiatrists, case managers, school staff, community partners and other mental health professionals working toward a common goal. Together, we provide a positive environment for kids and their families to find health, hope and happiness.

We are looking for enthusiastic individuals to join one of the most innovative therapeutic mental health programs in Stark County. We offer a compassionate, supportive, accountable work environment to help you grow your career, along with a comprehensive benefits package that includes generous and affordable medical, dental, life insurance, retirement and paid time off.

Job Duties/Description:

- Screen initial requests for services and service inquiries as presented by perspective consumer at time of initial phone contact.
- Provide linkage and referral to other community resources based on identified need and resources of perspective consumer.
- Gather and record information necessary to assess and facilitate agency programming for perspective client.
- Assess severity and potential risks associated with presenting problem and seek more immediate consultation and follow-up regarding urgent and priority clients.
- Review initial contacts and refer them to appropriate agency programs.
- Assists in maintaining and updating waiting lists for all sites and programs.
- Provide support and linkage for those waiting.

Qualifications

Degree in related mental health areas or equivalent experience; knowledge/ability to assess mental health status, design treatment interventions; apply ethical standards; knowledge of community resources; ability to establish and maintain intra and inter-agency professional relationships; knowledge and ability to provide supervisory guidance, and knowledge of electronic records.

Salary Range/Compensation: 26,000 – 32,000

Hours: Varied with some evenings required

Send Résumé/Apply by: June 30, 2021

To: Mary Frazier, Administrative Assistant

Questions To: Susan Finsel, AAS, RHIT, Welcome, Access, and Medicaid Records Lead @ 330-454-7917 ext. 187

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