

Clinical Intake Specialist - The ACCESS Project

Job Location: 3717 196th Street SW, Suite 201
Lynnwood, WA 98036-5748

Website: Theaccessprojectwa.org

Description

The Clinical Intake Specialist plays a crucial role in the success of The ACCESS Project's mental health outcomes by assisting youths seeking mental health services, including access to the appropriate care provider and/or community services organization. The Clinical Intake Specialist is essential in connecting youths with the mental health challenges with the care they need.

Job Summary

The Clinical Intake Specialist primary responsibilities include conducting the initial assessments of the challenges the youth is experiencing; gathering essential information; input confidential data into The ACCESS Project database; and facilitating the in-personal referral to the appropriate care provider and/or community services organization.

The Clinical Intake Specialist responsibilities also include following up with the care provider and/or community services organization to ensure the youth is keeping appointments and participating in community organizations' services as planned.

Key Duties and Responsibilities

Intake Assessment: Conduct initial assessments to determine their mental health issues and risk levels, especially self-harm.

Information Gathering

Collect relevant demographic information, including prior and current mental health treatment history.

Documentation

Maintain accurate and confidentiality of youth's records , including assessments and referral information.

Resource Referral

Refer youth to appropriate mental health professionals, therapists, and/or community service organizations based on mental health challenges the youth is experiencing.

Confidentiality and Cultural Sensitivity

Demonstrate cultural competence and sensitivity in interactions with a diverse range of youth, respecting their unique backgrounds and needs, adhere to strict confidentiality and privacy regulations, such as HIPAA, and protecting their information and rights.

Qualifications

To be considered for this position, all applicants must have:

- 1) A B.A./B.S. in psychology, social work, counseling, or related field.
- 2) Some relevant experience in mental health, counseling, or social services is desired.
- 3) Effective written and oral communication, active listening, and people skills.
- 4) Knowledge of mental health assessment tools and diagnostic criteria.
- 5) Ability to manage crisis situations with sensitivity.
- 6) Ability to prioritize competing deadlines and tasks with accuracy.

Salary

Full-time: 40 hrs. per week

Hourly Rate: \$25 – \$35 per hour, depending on qualifications

Annually Salary Range: \$52,000 - \$72,800 hour depending on qualifications.

Benefits: At this time, the position does *not* include any medical or dental insurance

Contact Information

Wally Webster II

President

The ACCESS Project

so.access.2023@gmail.com