Job Description

Department: Therapy

Job Title: Intake Therapist

Reports to: Director of Clinical Coordination

Job Purpose: The Intake Therapist is responsible for meeting with new patients to complete an initial assessment, assist with coordination of care, and manage clients’ charts in accordance with Iowa Code Chapter 24 guidelines, MCO guidelines, NASW Code of Ethics, and the policies established by the agency.

Essential Duties and Responsibilities:

- Engage with and conduct clinical assessments with clients seeking services at SMHC.
- Form a diagnostic impression.
- Educate client on SMHC and the services available.
- Provide hospital follow-up assessments for clients being discharged from the hospital.
- Coordinate care for new clients by scheduling appropriate services and/or making referrals.
- Coordinate care for established clients being seen for a hospital follow-up by confirming provider(s) and appointment dates/times.
- Refer clients and/or family members to community resources as necessary.
- Act as client advocate in order to coordinate required services or to resolve emergency problems in crisis situations.
- Maintain up-to-date individual charts on clients in adherence to Iowa Code Chapter 24, MCO’s and other policies and regulations established by the agency.
- Maintain confidentiality of records and information related to clients and their treatments.
- Comply with all mandatory reporting and duty to warn, according to Federal, State and local regulations.
- Develop and maintain collegial relationships with clinicians and supervisors from the various departments.
- Improve professional skills through continuing education, peer supervision, and individual supervision as needed.
- Provide mentoring to students during their internships or practicums and staff when appropriate.
- Provide on-call crisis hotline services for clients and community members.
- Participate in the shared responsibility for weekend therapy coverage at the Sioux Rivers Regional Assessment & Stabilization Center, on a rotating basis.

Additional Duties and Responsibilities:

- Accomplish all tasks as appropriately assigned or requested.
Competencies:

- Social Skills—the individual professionally interacts with employees and patients and models a positive teamwork attitude.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Leadership—the individual inspires and motivates others to perform well, accepts feedback from others.
- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound, accurate, and ethical judgment and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly.
- Interpersonal skills—the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations and demonstrates one-on-one and group presentation skills.
- Written communication—the individual edits work for spelling and grammar, presents data effectively and is able to read and interpret written information.

Experience and Education:

Required:

- Master’s degree in Social Work (LMSW) or Counseling (LMHC)
- 2 years of social services experience

Preferred:

- Knowledge of Siouxland community resources
- Specifically looking for someone with Independent level licensure in the state of Iowa (LISW)

This job description is not intended to be all-inclusive and does not constitute a written or implied contract of employment. The employee will be expected to perform other reasonably related duties as assigned by the immediate supervisor and/or other management personnel.