



Intake Coordinator, Mental Health Program (Suffolk County, NY)

The Intake Coordinator provides direct oversight of the Intake Department regarding client admissions, transfers and discharges from the agency. Serves as a support for supervisors for new admissions to ensure that all aspects of the admission plan have been completed and ensures that occupancy standards in all mental health residential programs are maintained. The Intake Coordinator supervises an Intake Specialist, provides management for all agency referrals, maintains status of 450+ beds and develops and oversees Outreach Plans. The Intake Coordinator ensures established occupancy outcomes are maintained, leads weekly Admissions Committee meetings, represents agency at Single Point of Access (SPA) meetings and collects data for the CAIRS reporting system. Ensures new applicants are receiving entitlements and that linkages have been established and provides assistance and direction to supervisory staff working with existing residents.

Qualifications and Requirements

- Must meet standards for designation as Qualified Mental Health Staff (QMHS).
- Bachelor's degree in a mental health or human services related discipline. Master's degree preferred.
- Minimum two years of experience working with persons with psychiatric disabilities.
- Minimum one year of experience conducting intakes in a residential setting for individuals with disabilities.
- Supervisory experience preferred.
- A valid driver's license, safe driving record and insurance card are required.
- Must maintain valid First Aid/CPR and Narcan certification.

*An alternative combination of education, credentials, and experience may be substituted for educational requirements.

Work Schedule

Monday through Friday, 35 hours per week
8:00 am – 4:00 pm

Benefits

Full-time employees are eligible for:

- Medical, Dental, and Vision Insurance
- Tuition Assistance
- Flexible Spending Account
- Long-term and Short-term Disability
- Supplemental Specified Illness Coverage
- Supplemental Hospitalization Coverage
- Life Insurance
- 4 Personal Days, 10-22 Vacation Days, 8 Sick Days, 10 Paid Holidays-yearly
- 403(b) retirement plan with employer match

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