

Big Island Substance Abuse Council

Position Description

Title: Assessment/Intake Counselor
 Reports to: Program Administrator
 Department: East Hawaii Outpatient
 Status: _____

Last Reviewed: 11/21/2016

POSITION SUMMARY	
The Assessment/Intake Counselor is a qualified staff member who is responsible for facilitating all screenings, assessments and orientation of clients for proper placement into Outpatient and Therapeutic Living programs.	
POSITION QUALIFICATIONS	
Minimum Education	High School diploma, Bachelor's Degree in related field, two (2) years' work experience with the Substance Abuse, Mental Health and/or related field
Preferred Education/Experience	Hawaii State Certified Substance Abuse Counselor (CSAC)
Required Certification/Registration	Basic Life Support: Adult CPR and First Aid; TB Annually; CPI Annually; Valid Hawaii State Driver's License
Specific Competencies	Clinical skills and experience to assess, plan, develop, and coordinate admission to Outpatient and TLP's
Equipment Used	Agency assigned computer, fax machine, Xerox machine, scanner, multi-line telephone, cellular phone, DVD/VCR machine, tape recorder, operate a van/car
Working Environment	Indoors, well-lit, ventilated or air-conditioned work areas. Exposure to infectious disease is a risk. Noise level in the environment is usually moderate. Verbal/physical assault is a medium risk.
Physical Requirements	<ol style="list-style-type: none"> 1. See attached "Expected Physical Activities" 2. Frequent reading of printed materials is essential; 3. Listening skills necessary to effectively respond to staff, funding sources and clients. 4. Writing skills necessary to accurately document and maintain filing system as needed.

RESPONSIBILITIES

1. Complete screening, assessments, intakes and orientation, including referral interim process
2. Responsible for accurate documentation required to perform these core functions in a timely manner
3. Establish client records in accordance with agency and State standards
4. Assists in the preparation and implementation of clients treatment plan to ensure the formulation of realistic goals
5. Prepare and submit all client insurance/funding source forms and any other reports to the Fiscal office
6. Assure managed care insurance eligibility checks are completed at time of assessment and intake
7. Complete and fax all initial authorization treatment plans and registration forms for eligible clients
8. Prepare client clinical formulations and submit to appropriate referral sources
9. Maintains client wait list for programs, to include Outpatient and Therapeutic Living Programs
10. Assure all Therapeutic Living Programs are at full capacity at all times
11. Attend all weekly and monthly clinical and staff meetings as required
12. Assist with selected projects such as filing, correlating new treatment files, updating treatment forms and closing of client charts
13. Attend selected workshops and seminars as directed
14. Assist with other duties as assigned

REQUIREMENTS

15. Demonstrate the ability to coordinate services with clinical staff, community referral sources and human services agencies
16. Demonstrate an understanding of the current Federal and State laws governing the issues of confidentiality to include HIPAA (Health Insurance Portability Accountability Act, 1996) laws and 42CFR
17. Possess basic computer and written communication skills
18. Possess strong and effective communication and public speaking skills
19. Adheres to BISAC's Code of Ethics, Employee Handbook Policies and Procedures