



SOJOURNER HOUSE

Intake Assessment Specialist – JOB POSTING

Sojourner House is in a need for an **Intake Assessment Specialist** to answer all intake calls and provide the initial assessment of the client utilizing the appropriate screening and assessment tools. Additionally, the responsibilities will include greeting and orientating all new clients, assisting program management with office administrative tasks and completing basic information for the initial assessment.

Employment type: Full-time - 40+ hours per week, Monday-Friday, 8:30 AM - 4:30 PM (may also require evenings & weekends as needed.)

Position Qualifications:

- Required: The ability to engage clients in a professional and courteous manner along with the ability to prioritize and balance intake and assessment calls. The Intake Assessment Specialist must possess strong computer skills including the ability to learn and record all relevant software programs for the position.
- The Intake Assessment Specialist must be able to interact and obtain initial information from the clients while maintaining a positive, professional, and client-focused manner with a diverse population.
- Experience with using Microsoft Word, email and administrative duties.
- Because of treatment philosophy, persons identified or who have been diagnosed with an alcohol or other drug dependence be abstinent for at least two (2) years prior to employment and remain abstinent throughout employment.
- Ability to maintain a positive, solution-focused demeanor when responding to conflicts or problems.
- Flexible to meet the needs of administration and management, and ability to manage multiple tasks.
- Support organization's mission with a sensitivity of cultural diversity and workplace harmony.
- Demonstrates a commitment to Sojourner House philosophy and principles of treatment.
- Ability to secure Act 33 and 34 clearances/ Must obtain annual PPD test and first aid/CPR certification.
- Valid PA driver's license.

Core Competencies: Management of work processes and time management. Communication (includes information technology, confidentiality/privacy standards) including professionalism. Promote Trauma Informed Care engagement with all clients.

Education: Minimum a bachelor degree with 1 year experience working in the mental health and substance use behavioral health field ASAM and DDAP trained professional is preferred.

Physical Requirements: Sedentary: Lifting up to 10 lbs. maximum and occasionally carrying such articles as files, ledgers and small tools. A limited amount of walking and standing may be necessary in carrying out duties.

Qualified candidates are invited to submit a current resume and a brief cover letter to khightower@sjhpa.org by Friday, June 26, 2020.