



Job Description

JOB TITLE: Clinical Intake Specialist

LICENSING: Florida Professional License, LCSW

The basic functions of the Intake Specialist is to provide assessment, treatment, psychotherapy, case management and referral to broad range of clients. This may include both severely mentally ill clients as well as those dealing with adjustment issues. This may include a variety of treatment modalities including individual, couples, family, or group therapy. Clients can range in age from young children to the elderly. Support and education are provided for the significant others of the clients as well. These treatments are provided in accordance with best practice and professional ethics and boundaries. In addition, the licensed therapist will provide case management services and crisis intervention as needed.

BRIEF BREAKDOWN OF DUTIES

1. Meets with prospective clients and asks a series of questions concerning social history, treatment and other pertinent information in order to compile data for the purpose of identifying level of care deemed medically necessary based on patient's clinical presentation determining diagnosis categorized under ICD-10 diagnostic codes
2. Review results of psychological evaluations and evaluations from community providers to assess client needs
3. Being able to communicate services offered at DFC which include TCM, PHP, PSR, Substance Abuse group, Group Psychotherapy, IOP and Individual group
4. Processes paperwork for new clients efficiently, in accordance with protocols
5. Answers and screens inquiry calls and emails from prospective clients
6. Ensures that all admission forms are properly signed and filed
7. Communicates with other team members, constructively, in order to reduce conflict and enhance the resolution of issues

TELEHEALTH

Psychiatric services are provided via a live videoconference to adult/child/adolescent populations using a HIPPA Compliant Platform similar to outpatient psychiatry. All staff are required to take an

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online telehealth training program if providing telemedicine services. The telehealth program must meet all requirements to ensure that each clinician understands when virtual care is appropriate and when a patient is best served with in-person care. Clinicians must demonstrate how to effectively communicate with virtual patients, be able to evaluate signs and symptoms for a patient virtually, and be able to use best practices when delivering virtual care.

SUPERVISION RECEIVED

The Intake Specialist receives supervision monthly by the Clinical Director.

POSITION REQUIREMENTS

- a) Licensed Clinical Social Worker (LCSW), Licensed Mental Health Counselor (LMHC), or Licensed Marriage and Family Therapist (LMFT)
- b) Clear AHCA Level II Background Screening
- c) Spanish (preferred)

KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Ability to understand and follow directions from supervisors, as well as comply with agency and county directives, state laws, licensing rules and regulations, mental health certification standards, AODA, and the chronically mentally ill.
- 2) Ability to maintain accurate and timely records for each client.
- 3) Excellent verbal skills which are essential to communicate clearly with clients and other staff members, demonstrating ability to work as part of a mental health team
- 4) Ability to read and understand clinical reports and professional literature.
- 5) Knowledge of the mental illness spectrum, symptomatology, psychotropic medications, and the problems presented in adjusting to life cycle changes.
- 6) Knowledge of life-span issues, from child development to issues of aging.
- 7) Ability to accurately recognize crisis situations, assess potential danger to clients and/or others, and effectively intervene, complete Baker Acts, and assist with hospital transportation, as needed.
- 8) Ability to recognize dual diagnosis and substance abuse problems.
- 9) Demonstration of licensure that is free from any record of ethics and boundaries sanctions or reports of any type of client abuse

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10) Ability to relate to administrative staff in a professional and appropriate manner.

WORK ENVIRONMENT

The work locations are: 1951 NW. 17th Ave. Miami, FL. 33125 and 10691 N. Kendall Dr. Miami, FL. 33176.

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