



POSITION AVAILABLE
INTAKE CLINICIAN
(Salary: \$40,000 - \$60,008 DOE/DOQ)

POSITION TITLE: Intake Clinician

FLSA STATUS: Exempt

REPORTS TO: Access Coordinator

JOB PURPOSE: The Intake Clinician conducts clinical assessments with clients seeking services at PBH. In addition, the Intake clinician assists the Access Coordinator with the development and implementation of policies and protocols to assure timely and appropriate client access to clinical services and maintains appropriate connections with referral sources throughout the community..

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides comprehensive bio-psycho-social clinical assessments for clients seeking services at PBH. Documents care within outpatient department guidelines and standards.
- Assures PBH's compliance with DSHS and Salish BHO standards regarding client access to comprehensive mental health assessment services.
- Implements policies and procedure pertaining to screening and intake.
- Coordinates with all clinical teams in order to assure timely and appropriate access to services.
- Develops and maintains collegial relationships with clinicians and supervisors from the various departments.
- Provides back up as needed to the Access Coordinator in screening new clients for services.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Maintains professional competencies through a program of professional development and in-service training.
- Attends Performance Improvement meetings on a regularly scheduled basis.
- Maintains familiarity with and handles client information in accordance with Federal Regulations (42 CFR, Part 2), the Revised Code of Washington (RCW 71.05.390 and RCW 71.24), and other applicable laws pertaining to confidentiality of client and staff information.
- Maintains physical security of confidential materials and assigned PBH property.
- Relates to clients, families, other professionals, and community members in a positive and professional manner.

PERFORMANCE EXPECTATIONS:

- Provides, on average, a minimum of fifteen intake evaluations per week.
- Maintains up-to-date client records in *Profiler* system.
- Performs other related duties as assigned or requested.

REQUIRED EDUCATION, LICENSE(S), CERTIFICATION, AND EXPERIENCE:

Education: Master's degree Human Services Field from an accredited school.

Licensure: Current license to provide mental health care in Washington State.

Experience: Two (2) years post graduate experience in behavioral health/human services

PREFERRED ADDITIONAL CREDENTIALS / EXPERIENCE:

Experience: Five (5) years in behavioral health/human services

KNOWLEDGE, SKILLS, AND ABILITIES:**Essential:**

- Must be able to demonstrate age-specific knowledge and skills necessary to provide care to: Adults, and Older Adults
- Must demonstrate knowledge of key principles of growth and development of the life span, possess the ability to assess data reflective of the patient's status, and be able to interpret the appropriate information needed to identify each patient's needs relative to his/her age in accordance with PBH's policies and procedures .
- Must be able to demonstrate effective leadership skills and promote a team-oriented environment.

Preferred:

- At least two (2) years of experience providing psych/social/diagnostic assessments.

NATURE AND SCOPE:**Physical Demands:**

- Moderate physical effort (lift / carry up to 25 lbs.).
- Occasional standing / walking.
- Occasionally lifts supplies and equipment.
- Required Protective Equipment: maintain Standard Precautions and uses barriers (gloves, masks, aprons, goggles) appropriately in all potential exposures to body fluids.

Cognitive Skills:

- Advanced verbal and written communication skills.
- Effective team building techniques.

Working Environment:

- May be exposed to infections and contagious diseases.
- Works in a clean, well-lighted and ventilated office.
- Occasionally exposed to patients exhibiting assaultive behaviors.

Working Demands:

- Frequent pressure due to multiple calls and inquiries.
- Contact with patients under a wide variety of circumstances.
- Subject to varying and unpredictable situations.

- Handles emergency or crisis situations.
- Subject to long irregular hours.

Principal Challenges:

- Working collaboratively with other Center supervisors and multiple community referral sources.
- Ensuring compliance with a variety of regulations from multiple funding sources.

Closing Date

- Open till filled.

To apply, forward resume and cover letter to:

Anita Mauger, Human Resources Associate
Peninsula Behavioral Health
118 E. 8th Street
Port Angeles, WA 98362
Or,
employment@peninsulabehavioral.org

NOTICE

The above job announcement is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Job requirements may be subject to possible modification to reasonably accommodate individuals with disabilities.