



# Center for Human Services

*Building a stronger community...one family at a time.*

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## **Job Announcement**

### **INTAKE SPECIALIST**

Want to join an innovative community-based organization? If you value social justice, are committed to providing quality services, and are not afraid of challenges, we want to talk with you. Center for Human Services (CHS) is currently seeking the right person to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid health, vision, dental, pharmacy, life, and long-term disability insurance, as well as a generous leave package.

The Intake Specialist will conduct intakes with new clients. This position will serve as a back-up for administrative tasks to the Receptionist and Quality Assurance Coordinator at our 170<sup>th</sup> site. This position reports to the SUD Director. This is a non-exempt, full-time position, located in Shoreline, WA. Salary is \$17 an hour.

#### Job Requirements:

- Experience working with diverse populations
- Experience working with Substance Use Disorder clients
- Ability to handle multiple priorities simultaneously
- Able to obtain Agency Affiliate License and NPI #
- Excellent organizational and communication skills required
- Computer skills required
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Ability to work cooperatively as part of a team
- Ability to adapt to change
- Sense of humor

CHS is a non-profit organization with a great work environment, including staff who are passionate about and dedicated to the community. If you want to join an established organization at a time of growth and transformation, this is the place.

To apply, send resume and cover letter to [jobopportunities@chs-nw.org](mailto:jobopportunities@chs-nw.org). Full job description can be found below:

## **Job Description**

### **INTAKE SPECIALIST**

#### **GENERAL DESCRIPTION**

The Intake Specialist will conduct intakes with new clients. The Intakes Specialist will provide back-up administrative tasks to the Receptionist and QA Coordinator at 170<sup>th</sup> Site. Reports to the SUD Director. This is a non-exempt position.

#### **MAJOR RESPONSIBILITIES – Specific for this position**

- Gather intake data using electronic health records
- Obtain signatures of clients at intake for Releases of Information and other documentation
- Conduct relevant screening tools with clients at intake
- Use motivational interviewing to encourage clients to follow treatment recommendations
- Serve as back-up for 170<sup>th</sup> building receptionist: greeting people, answering questions, answering the phone, building maintenance etc.
- Collect urine samples or conducts breath tests and tests breath for presence of illicit drugs when needed
- Learn and implement follow-up tracking procedures for former Substance Use Disorder clients
- Maintain and protect confidentiality and security of all organization information gained in the course of performing job responsibilities, including financial and client information



Behavioral Health & Family Support

[www.chs-nw.org](http://www.chs-nw.org)

Serving the community since 1970

- Assist with QA of client files as time permits

### **MAJOR RESPONSIBILITIES – Agency in general**

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the supervisor, manager, or a director that furthers the success of programs and/or the agency

### **MINIMUM REQUIREMENTS**

- Experience working with Substance Use Disorder clients
- Excellent organizational and communication skills required
- Provides information to potential referral sources and clients
- Able to obtain Agency Affiliate License and NPI #
- Excellent Customer Service Skills required
- Experience answering multiple phone lines
- Computer skills required
- Experience working with diverse populations
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Negative TB test or physician clearance to work
- Ability to work in an unstructured and unpredictable setting; ability to adapt to change
- Sense of humor

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CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and have fun.