

## Job Description

**Title of Position:** Admissions Coordinator  
**Reports to:** Manager of Clinical Services  
**Schedule:** Mon-Fri 8a-5p, special events as needed and holiday and emergency coverage in rotation with other staff  
**Salary:** Exempt

**Position Summary:** This position is responsible for coordinating all aspects of the admissions process. This includes conducting telephone and in-person assessments, making determinations regarding admissions, and developing strong relationships with community resources in order to increase agency visibility and referrals. The Admissions Coordinator will also carry a small clinical caseload of individual and group therapy.

**I. Essential Duties and Responsibilities are listed below and will always include those specifically assigned by the immediate supervisor.**

- A. Conduct telephone screenings to determine if client meets initial eligibility requirements. Refer to alternative treatment providers as appropriate.
- B. Complete the initial screening and diagnosis utilizing the DSM V, CAAPE and multiple clinical assessments for potential clients.
- C. Conduct in-person assessments to determine level of mental stability and ability to fully participate in the program. Educate potential clients about the content, structure, and requirements of the program. Make community referrals as indicated by assessment.
- D. Determine appropriate level of care based on assessment of client needs, stage of change, and presenting issues.
- E. Develops and implements admission processes and procedures in order to meet client and agency needs.
- F. Maintain the client census at a minimum of 85% of capacity.
- G. Develop and maintain professional relationships in the community in order to strengthen and expand referral sources for The Women's Home.
- H. Maintain an up to date contact list of community referral resources.
- I. Obtain required admissions documentation including criminal background checks, medical releases, and work and income histories.
- J. Notify staff of new clients and supply necessary paperwork in a timely manner.

**II. Other Responsibilities:**

- A. Maintain a clinical caseload including 2-4 individual therapy clients and 2-3 groups.
- B. Supervise interns from local graduate schools.
- C. Prepare monthly and quarterly statistical reports.
- D. Enters and maintains data in HMIS system and all other applicable data management programs.
- E. Generates all necessary electronic reports for grantees from the HMIS system.
- F. Develop information for referral sources consistent with the agency's image.
- G. Participates in community outreach and public speaking as needed.
- H. Attend all staff and clinical meetings
- I. Other duties as assigned by the Manager of Clinical Services.

**III. Qualifications:**

- A. LPC or LCSW
- B. Two years of experience.
- C. Knowledge of DSM V psychiatric diagnostic and treatment nomenclature
- D. Knowledge of criteria for preadmission screening including severity and intensity of illness
- E. Knowledge of psychiatric evaluation process and medical clearance criteria
- F. Knowledge of community resources
- G. Experience in psychosocial assessments
- H. Good written and verbal communication skills
- I. Strong computer Skills
- J. Comfortable with electronic data management
- K. Some knowledge of marketing/public relations preferred.
- L. Ability to work as a team member.

**IV. Physical Requirements:**

Person in this position must be able to sit, stand, bend, stoop and use desktop technology for long periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.