

**PO'AILANI, INC.
CONTINUUM OF CARE***

JOB DESCRIPTION: Intake Specialist

ESSENTIAL FUNCTION:

1. Provides program services and activities, which include, but are not limited to screening, assessment, registration, and intake of new admissions.
2. Ability to conduct Biopsychosocial assessments and Triage in accordance with the Program's requirements
3. Ensures proper inputting of all new patient information into the WITS program
4. Responsible for patient reporting and charting as required by the Programs policies and contractual requirements and standards of the funding sources.
5. Maintains verbal and written communication between applicants and referring sources.
6. Maintains on going records for admissions and wait list logbooks, data entry for the WITS program.
7. Participates effectively with other members of the clinical team in the admission and discharge planning process for appropriate placement.

QUALIFICATION REQUIREMENTS/SKILLS/KNOWLEDGE/ABILITIES:

1. Ability to read and analyze referral packages, i.e. psychiatric evaluations, LOCUS
2. Strong clinical, verbal and written communication skills
3. Computer literate

OTHER REQUIREMENTS:

1. Maintain confidentiality of all patient records at all times.
2. CPR and First Aid Certification.
3. TB Clearance
4. Physical Clearance
5. Valid Hawaii Drivers License
6. Current and Clean Driving Abstract
7. Current Criminal Abstract

EDUCATION:

Bachelor's degree in Human Services

WORK HOURS:

Forty hours per week

**If you are interested in the Intake position, please send your resume to
hdept96734@yahoo.com**