



Center for Human Services

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

Mailing Address: 17018 15th Avenue NE • Shoreline WA 98155 • 206-362-7282 V/TDD • Fax 206-362-7152 • Email: admin@chs-nw.org

Job Announcement **INTAKE THERAPIST (ACCESS DEPARTMENT)**

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 clinician to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid (prorated if part-time) health, vision, dental, life, long-term disability insurance, and 403b with match, as well as generous leave package.

The therapist will provide intake/assessment services for the Mental Health, Substance Use Disorders, and WISe programs at Center for Human Services (CHS). The Intake Therapist will use strong clinical skills to facilitate open access processes and provide quality and timely assessments. They will share in the task of completing screenings and scheduling assessments. This role will collaborate closely with program management throughout the agency to support easy access to our services. This position is a member of the Access Department team and reports directly to the Access Department Manager. This is a 40-hour a week non-exempt position with a salary range of \$62,587.20 - \$80,225.60 depending on experience and licensure.

Requirements:

- Master's degree in Human Services/Behavioral Sciences (MA/MS/MSW) with an associate or full licensure in Washington State for one of the following: Mental Health Counselor, Clinical Social Worker, Marriage & Family Therapist

And/or

- Substance Use Disorders Professional or Trainee license with appropriate education
- Clinical experience working with adults and youth
- Excellent written and verbal communication skills
- Commitment to practicing cultural humility, self-reflection, and continued education on Diversity, Equity, Inclusion, and Belonging topics
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Demonstrated ability to successfully work within a diverse cultural setting and provide services through the perspective of cultural humility
- Ability to bring a spirit of camaraderie to your professional relationships

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. Full job description can be found below:

Job Description **INTAKE THERAPIST (ACCESS DEPARTMENT)**

GENERAL DESCRIPTION

The therapist will provide intake/assessment services for the Mental Health, Substance Use Disorders, and WISe programs at Center for Human Services (CHS). The Intake Therapist will use strong clinical skills to facilitate open access processes and provide quality and timely assessments. They will share in the task of completing screenings and



Behavioral Health & Family Support
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scheduling assessments. This role will collaborate closely with program management throughout the agency to support easy access to our services. This position is a member of the Access Department team and reports directly to the Access Department Manager. This is a 40-hour a week non-exempt position.

MAJOR RESPONSIBILITIES - Specific to this position

- Answers Access phone calls and completes screening form
- Participates in outreach efforts to engage clients
- Follows the client throughout the enrollment process until a warm handoff has been completed with the requested program
- Completes comprehensive intake/assessments (concurrently with the client) including, but not limited to, determining a preliminary diagnosis, level of care placement, initial treatment/service plans and recommendations for individuals 6 years old and older who are seeking services
- Determines medical necessity as well as appropriateness and eligibility for our services
- Assesses for risk of crisis, develops safety plans, provides crisis intervention, and stabilization services as needed, and completes all mandated reporting
- Uses motivational interviewing to help move clients through the contemplative stage of seeking treatment
- Maintains comprehensive knowledge of all CHS services and referral processes for each department. Works closely with management and others from other departments to stay aware of their openings and other relevant information
- Coordinates with other CHS programs for service entry (warm hand-offs)
- Provides referrals, coordination, and recommendations to appropriate community providers
- Performs quality assurance activities as requested
- Prepares thorough, accurate and timely documentation according to agency policy and system standards
- Provides other "points of access" when needed, such as ADIS and ATOD classes (SUDP/T only)
- Provides assessments at other locations if appropriate
- Accurately bills for services provided
- Confers with Clinical Manager or Director concerning overall open access process, performance, and training needs
- Participates in the development, implementation, and evaluation of open access procedures
- Represents the agency and its services to the community in a positive and professional manner
- Maintains professional credentials, including continuing education as applicable
- Maintains a thorough knowledge and understanding of agency electronic health record systems
- Attend all required meetings (e.g. weekly staff meeting, all staff meetings, etc.)

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally humble approach that is integrated with other services
- Participate in creating and maintaining a safe 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
- 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, managers, or directors that further the success of programs and/or the agency

MINIMUM REQUIREMENTS

- Master's degree in Human Services/Behavioral Sciences (MA/MS/MSW) with an associate or full licensure in Washington State for one of the following: Mental Health Counselor, Clinical Social Worker, Marriage & Family Therapist

And/or

- Substance Use Disorders Professional or Trainee license with appropriate education



- Strong knowledge of and ability to diagnose and justify mental health and/or substance use disorders
- Ability to gain advanced diagnostic skills and maintain knowledge/understanding of current DSM criteria
- Clinical experience working with adults and youth
- Excellent written and verbal communication skills
- Skilled at working within an electronic health record and with basic Microsoft Office programs
- Prompt and consistent attendance during scheduled working hours
- Ability to operate general office equipment
- A commitment to maintaining ethical and confidentiality standards
- Commitment to practicing cultural humility, self-reflection, and continued education on Diversity, Equity, Inclusion, and Belonging topics
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Demonstrated ability to successfully work within a diverse cultural setting and provide services through the perspective of cultural humility
- Reliable transportation, insurance, and a valid Washington State Driver's License
- Ability to work collaboratively as part of a team
- Ability to work in an unstructured and unpredictable setting, flexibility, and ability to adapt to change
- Ability to bring a spirit of camaraderie to your professional relationships

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: Model diversity, equity, inclusion & belonging; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.

