



**We cannot always
build the future for
our youth, but we can
build our youth for
the future.**

*- Franklin Delano Roosevelt
United States President,
1933-1945*



INTAKE COORDINATOR

Alternative Family Services, a Foster Family, Adoption, and Mental Health Agency serving children and families throughout the Bay Area, has a full-time position for an Intake Coordinator in our Oakland office.

The Intake Coordinator is responsible for all referrals to the East Bay Mental Health programs. The Intake Coordinator reviews and processes intake information, conducts risk and safety assessments, and completes opening paperwork. He/she works with Human Services to coordinate services. The Intake Coordinator tracks and monitors services and works with Program Managers on case assignments.

KEY RESPONSIBILITIES

Community Representation

- Represent the agency in the community at large
- Serve as a liaison between the agency and essential stakeholders

Intake

- Respond quickly to all new referrals
- Maintain referral database
- Create regular monitoring reports
- Work with Program Managers on case assignments
- Complete all intake paperwork
- Ensure compliance with HIPAA privacy practices

WE OFFER

- A competitive compensation and benefits package which includes medical, dental, vision, and chiropractic insurance, flex-spending options, life and disability insurance, a 403(b) option, 10 paid holidays plus your birthday off and a generous vacation accrual
- A professional and supportive work environment

Please email or fax resume with cover letter.

SUBJECT LINE: JOB CODE 2017-18

Email: jobs@afs4kids.org

Fax: 707-576-9700

QUALIFICATIONS

- Bachelor's degree or minimum four years related experience and/or training; or equivalent combination of education and experience
- Ability to obtain and maintain fingerprint and government and agency required background clearances
- Possession of a valid California driver's license with an acceptable driving record and auto insurance showing as an insured driver on the policy
- Ensure the handling of confidential information in an appropriate and discreet manner
- Knowledge of Medi-Cal and community mental health services preferred
- Experience working with Human Services preferred
- Ability to interact with colleagues, county representatives, and other treatment team members as part of a cooperative team
- Ability to work independently with minimal direct supervision, manage time, prioritize workload, and meet deadlines
- Excellent organizational skills and a keen level of attention to detail
- Team player who enjoys working proactively and collaboratively with others

www.afs4kids.org