



THE ACCESS INITIATIVE OF CHAMPAIGN COUNTY- Position Opening:

Intake Specialist – ACCESS Initiative -Grant Funded Position (up to 3 positions available)

This position is funded by a SAMHSA Child Mental Health Initiative Cooperative Agreement and the Champaign County Mental Health Board in collaboration with the Illinois Department of Human Services and employment is solely dependent upon continuation of grant funding.

Responsibilities: Under the supervision of the Site Director and the Family and Peer Partner Supervisors, this position will have primary responsibility to:

- Answers phone, conducts screening and ensures all referral and screening paperwork is organized and complete
- Prepares and accurately enters data into the system and the filing system
- Conduct brief screening assessments with youth and/or their families referred to the program. (Some of these screenings may occur in the community, in family's homes, or at local agencies.)
- Creates initial family service plan file and ensures that all the needed paperwork is regularly entered into the information system
- Follows up with referrals on the waiting list and with referral sources on at least a monthly basis
- Provides information and referral services and tracks these contacts
- Keeps Supervisors and the Clinical Director up to date with information related to referrals, documentation, and the data entry process
- Provides basic administrative support to the service and supports staff including assisting with scheduling rooms, meeting preparation, ordering food, etc.

Required Qualifications: Must have a high school diploma and/or a GED. Successful candidate must be knowledgeable of community and system resources. Must also be personable, strength based, flexible, reliable, and able to work independently. Candidates should have solid time management skills and organizational abilities. Ideal candidates must have some scheduling flexibility that allows for occasional daytime, evening, and weekend meeting availability. Must be computer proficient, possess good writing and literacy skills including the ability to complete forms, enter data, draft plans and read reports. Must be culturally responsive, youth and family friendly and able to balance multiple contending demands to meet youth and families where and when they are available. Must have reliable transportation and if driving as function of the employment must have valid driver's license, and car insurance. *Preferred candidate is an applicant who has been personally and directly involved with our local child welfare, juvenile justice, and/or mental health systems.*

Salary: This is a contractual position requiring a minimum of 10 hours per week and a maximum of 40 hours per week depending on their availability and consumer demand. The salary is between \$10-13/hour based on qualifications and experience. In order to receive full consideration, please send a letter of interest, resume, and the name, address, and phone numbers of three professional references. The letter of intent should describe your personal commitment and interest in the position. Submit by June 13, 2011 to:

**The ACCESS Initiative
Project Director
RE: Intake Specialist
1776 E. Washington
Urbana, IL 61802**

The Access Initiative is an AA, EOE.