

## Job Description

# Intake Coordinator

Position with one of Southern Arizona's premier social service agencies.

## Employee Benefits

Competitive Salary  
Employer Subsidized Health Insurance for Employee **and Family**  
Employer Matching 401 (k) plan (after 1 year)  
Employer Paid Life Insurance and Vision Plan  
Employer Subsidized Dental Plan  
Employer Paid Training  
Employer Provided Training in Motivational Interviewing, Community Reinforcement, and other Evidence Based Practices  
120 Hours Paid Time Off (PTO) Per Year

## Duties and Responsibilities:

1. Interview and assess the appropriateness of new applicants for residency to OPCS Transitional Living Services.
2. Maintain all Intake files in a confidential manner, in compliance with HIPAA standards.
3. Refers clients to mainstream services and other service organizations as needed
4. Proficient in all Programs that OPCS offers.
5. Attend all trainings/staff meetings.
6. Work closely with all community partners to expedite placement.
7. Write letters to courts and other agencies regarding intake for new clients, as needed.
8. Other tasks as assigned
9. Proficient in Motivational Interviewing.

## Qualifications:

1. AA degree preferred or four years related experience and/or training; or equivalent combination of education and experience.
2. Be knowledgeable of services available in Tucson.
3. Ability to work patiently with all clients and staff.
4. Motivated to help people in challenging situations.
5. Ability to work in fast paced office.
6. Bilingual helpful.
7. Strong computer skills and Advanced Microsoft Office programs (Word, Outlook and Excel) mandatory.
8. Strong communication, administrative and interpersonal skills.
9. Experience with RHBA eligibility referral processes and documentation.
10. Experience working in racially, ethnically and socio-economically diverse communities
11. Electronic health record experience helpful.

Experience in Community Reinforcement Approach (CRA) and Motivational Interviewing a plus.

Our agency is dedicated to utilizing CRA and MI strategies and applicant must be willing to train and apply these strategies and principles.

## Job Status

Full Time

## Pay Rate

DOE

## Pay Comments

Salary based on experience.

## Mail Resume/Application to:

Ms. Jeanie Pike  
HR Manager  
Old Pueblo Community  
Services  
4501 E. 5<sup>th</sup> St.  
Tucson, AZ 85711

## Email Resume/Application to:

[hr@helptucson.org](mailto:hr@helptucson.org)

We offer a comfortable working environment and believe that we can help our clients and have fun in the work place at the same time. Salary is based on experience and we are willing to train those who are passionate about helping people and willing to go the extra mile to help the client. We offer wonderful opportunities for our staff to train and move up in the organization.

## Drug screen

Criminal/Driving Background checks

Employment References are checked