



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Intake & Assessment Specialist

Monday – Friday 8:00am – 5:00pm

The Intake and Assessment Specialist conducts the initial intake and behavioral health assessment process for all incoming OPCS clients, requiring strong clinical and critical thinking skills, a firm grasp of OPCS programs, and knowledge of diagnoses, particularly substance use, ASAM assessments, and crisis planning.

The Specialist must also have the capacity to quickly build rapport with vulnerable populations. We are seeking a compassionate and skilled Intake and Assessment Specialist to join our team, where your empathy, integrity, and clinical expertise will make a profound difference in the lives of those we serve. As the first point of contact for incoming clients, you will conduct thorough behavioral health assessments and collaborate closely with clients to create personalized care plans. Your role is pivotal in ensuring that every individual feels heard, valued, and supported as they embark on their journey toward recovery and wellness.

Employee Benefits

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year.

Core Values:

Empathy: We have a deep compassion for persons experiencing homelessness in our community. We do not judge or blame persons for their current condition. Under similar conditions, any one of us could find ourselves without a home and in need of help.

Choice: We honor each person's right to choose their own path to wellness. Because of this, we offer both housing and recovery support based on client choice.

Optimism: We believe in the potential for all persons to achieve their goals. We find our work meaningful and enjoyable because we know we make a difference. We believe that we can solve the problem of chronic homelessness facing our community.

Integrity: We act in an honest and transparent manner. We hold each other accountable to high performance standards that lead to the best outcomes for our clients. We encourage each employee and team to reach their highest potential.

Quality: We believe that our clients deserve the best housing, therapy and support services we can offer. We provide housing that is safe, clean, inviting and supportive. Our counseling services are innovative and proven to increase wellness and housing stability

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Job Status

Full Time

Pay Rate

\$20.57 - \$25.21 - \$29.86

Pay Comments

In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
2323 S. Park Ave
Tucson, AZ 85713

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check are conducted pre-employment.

Duties and Responsibilities:

1. **Client-Centered Assessment:** Conduct comprehensive intake and behavioral health assessments with a focus on understanding each client's unique experiences, strengths, and challenges. Develop individualized care plans that prioritize client choice and well-being.
2. **Crisis & Safety Planning:** Collaborate with clients to create initial safety or recovery plans, offering compassionate support during times of crisis and ensuring that all plans are tailored to meet their specific needs.
3. **Referral Coordination:** Utilize your clinical expertise to make thoughtful and appropriate internal and external referrals, connecting clients with resources that best support their path to recovery.
4. **Collaboration & Teamwork:** Work closely with the clinical supervisor and the broader care team, contributing your knowledge and insights to enhance the overall quality of care provided.
5. **Documentation & Compliance:** Maintain accurate and timely documentation in the Electronic Health Record (EHR), ensuring that all client interactions and care plans are recorded with the highest level of integrity.

Qualifications:

1. **Clinical Expertise:** BHT or BHP qualifications with strong clinical and critical thinking skills. Experience with substance use assessments, ASAM criteria, and crisis intervention is essential.
2. **Evidence-Based Practice:** A solid understanding of evidence-based interventions for various behavioral health conditions, including serious mental illness and substance use disorders. Willingness to engage in ongoing learning and application of practices like Motivational Interviewing, Housing First, and Harm Reduction.
3. **Cultural Competency:** Experience working within diverse urban communities, with a deep respect for and understanding of cultural differences. Bilingual, bicultural, and/or veteran status is highly valued.
4. **Communication Skills:** Excellent interpersonal, administrative, and communication skills, with the ability to build rapport quickly and effectively with vulnerable populations.
5. **Technical Proficiency:** Strong computer skills, particularly in Microsoft Office (Word, Outlook, Excel, PowerPoint) and experience with EHR systems.
6. **Certifications:** Must possess and maintain valid CPR/First Aid certification. A valid Arizona driver's license, proof of auto insurance, and reliable transportation are required. Level 1 fingerprint clearance card recommended.