



Job Title: Intake Coordinator/PRSS



Organization/DBA Overview

Appalachian Behavioral HealthCare (ABHC) a DBA of Pollen8 provides behavioral health services to the women in our treatment facility. We provide an innovative approach to recovery and hope to become leaders in the opportunity of long-term sobriety. Our goal is the reintegration of women in recovery back into society. We do so through economic development, agriculture, education, employment training, and basic life skills.

Job Summary

The Intake Coordinator for ABHC manage the waiting list and onboarding for the new residents. The Intake Coordinator will ensure that each potential participant satisfies the requirements for treatment. The Intake Coordinator will develop relations with our local partners/detoxes and frequent their locations to begin to build relationships with the participants prior to admission to ReIntegr8. They will also be responsible to the initial full orientation and build of the patient file to ensure all documentation and information regarding the participant is gathered. He/She may also be charged with volunteer recruitment, outing scheduling/planning and other miscellaneous tasks assigned. The Intake Coordinator will additionally ensure data tracking is completed timely, participate in weekly/monthly staff meetings and maintain policies and procedures adherence.

Qualifications:

- Good written and verbal communication skills and the ability to interface with all levels of staff.
- Ability to work independently with minimal supervision.
- Demonstrated ability to prepare materials, presentations, handouts, etc.
- Strong organizational skills.
- Knowledge of Substance Abuse and Addiction-12 step recovery programs
- Ability to understand and carry out written and oral instructions
- Ability to accept and utilize supervision
- Microsoft Office Word, Office Electronics, and Basic Office Machines
- Must have valid driver's license and willing to travel within 15 miles of facility
- Must be eligible through WV CARES
- Must pass drug screen prior to and randomly during employment
- Must have completed required domain hours for Peer Recovery Specialist through WV Board of Addiction Professionals(preferred)
- Must have current PRSS certification from WV Board of Addiction Professionals(preferred)

Direct Supervisor: Clinical Program Director

Staff Supervisory Responsibilities: None

Compensation and Benefits:

- \\$10-\$12/hour
- M-F, possible weekends 35 hour work week/1 hour daily lunch
- Paid Vacation, PTO, Select Holidays