

JOB DESCRIPTION

JOB TITLE: Intake Specialist

JOB RESPONSIBILITIES: Responsible for identifying, screening, and assessing prospective clients.

Essential functions of this job include, but are not limited to:

Prepares and maintains accurate case files for each assigned client.

Effectively and efficiently works with court personnel to ensure that all applicable offenders are screened.

Reviews pre-sentence reports and contacts Probation/Parole departments, police authorities, and criminal justice agencies for input on prospective clients.

Ensures eligible inmates are screened for placement into the appropriate community intermediate sanction.

Conducts and accurately documents screening interviews of prospective clients.

Interviews prospective clients to collect background information, future goals, and objectives. Assesses clients with the appropriate assessment tools.

Describes the program to prospective clients.

Writes screening reports, prepares recommendations for the court, and develops a preliminary case plan.

Schedules clients for placement and enters client information into the database.

Collects appropriate court information to include journal entries, commitment papers, and pre-sentence investigation reports on all clients.

Audits database and case files. Accurately updates records as needed. Follows up with corrections of any found errors.

Stays informed of Agency programs and available community resources.

Effectively acts as a representative of the program and Agency at various courts, jails and facilities.

Manages time and work demands appropriately.

Continues professional training.

Monitors and screens inmates in the Summit County Jail and makes recommendations for appropriate community intermediate sanctions for the purpose of reducing the inmate population in accordance with Agency policies and court orders.

Performs special projects as assigned.

Documents all referrals of prospective clients, tracks eligibility and ineligibility, and prepares monthly reports of same.

Informs referring agencies of terminated clients and bed availability and maintains client records.

Ensures timelines are met on referrals and reports.

Monitors the progress and compliance of CBCF contract diversions.

Transports inmates in the local jails in addition to transitional control inmates from the institutions to Oriana House facilities.

COMMUNICATION AND INTERPERSONAL SKILLS

Facilitates and maintains productive communication while maintaining a professional, prosocial relationship with clients and employees.

Maintains appropriate boundaries with clients and employees as outlined in Agency Code of Ethics and other policies.

Expresses empathy regarding client situations as appropriate.

Recognizes prosocial thinking and behaviors. Reinforces clients' prosocial thinking and behaviors within program guidelines.

Recognizes antisocial thinking and behaviors and attempts to extinguish them in a non-threatening manner.

MODELING SKILLS

Speaks positively about the program, staff, and the Agency.

Speaks positively about programming, law enforcement, courts, and the law in general.

Verbalizes prosocial thinking. Displays prosocial behavior.

Demonstrates respect toward employees and clients.

OTHER

Ensures clients' rights are upheld. Maintains client and staff confidentiality according to Agency policies and procedures; state law; and federal regulations to include Confidentiality on Alcohol and Drug Abuse Patients Records, 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Parts 160 and 164.

Complies with all Agency security standards, including procedures and electronic equipment/devices.

Obtains required training hours on an annual basis.

Attends staff meetings and required training sessions.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

Regular work schedule of 40 hours per week.

STRENGTH RATING/

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and use hands to finger, handle, or feel; and talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK

ENVIRONMENT: While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

QUALIFICATIONS: Bachelor's degree in Social Work, Counseling, Corrections, or related field required. Six (6) months experience in Corrections and/or Social Service preferred. Case management experience preferred. Must obtain and maintain required level of proficiency for the ORAS as certified by the Ohio Department of Rehabilitation and Corrections in partnership with the University of Cincinnati. Failure to do so means the employee is not qualified to perform the essential functions of this position. Must have strong organizational skills and be detail oriented. Must possess a valid Ohio driver's license and have reliable transportation. Must have the ability to work effectively with Agency employees, outside contacts, and a diverse client population. Must obtain security clearances for all correctional facilities.