**Intake Specialist – Behavioral Health**

**Lawrence, MA**

The Intake Specialist will screen requests for service and will receive, process, and schedule requests for service. The Intake Specialist will enter all baseline data into an electronic health record ensuring accuracy and completeness of the record. You will work as part of a multidisciplinary team which includes therapists, psychiatrists, nurses, substance abuse counselors, case managers and peers. The Intake Specialist will also establish and maintain up-to-date waiting and problematic admission lists.

**Qualifications/Requirements:**

* Bachelor’s Degree in Social Work or related field
* At least 1 year of prior intake experience
* Knowledge of CBHI services, insurance, and authorizations
* Understanding of mental health diagnoses and treatment approaches for adults and children
* Ability to keep client and company confidences
* Excellent communication, customer service, and problem-solving skills, including the ability to maintain composure under stress
* Strong organization skills, able to multi-task, and can manage time to meet frequently changing deadlines in a fast-paced environment
* Proficient computer skills including the use of Microsoft Office and Electronic Health Records

**Benefits:**

* Health, dental & vision
* 3 weeks paid vacation
* 11 paid holidays
* 401k retirement plan with match (after 1 year of employment)
* Life insurance
* Voluntary short and long-term disability
* Dependent care savings account
* Mileage reimbursement
* Longevity bonus annually

**Compensation:**

* Salary