



Are you looking to make a difference in the lives of others? Do you want to become part of a diverse and talented team of social service professionals? If so, St. Mary's Home for Children is looking for you!

### **Intake Coordinator**

- Annual Salary-\$36,400
- COVID-Vaccination required
- Full-time position-40 hours per week
- 24 PTO days per year
- Eleven paid holidays
- 403(b) Retirement Plan
- Blue Cross Blue Shield of RI-Healthmate Coast to Coast (health/dental/vision)
- SMHFC pay 75% of the cost for health care for full-time staff
- No referral needed with BCBSRI Healthmate
- Health Reimbursement Arrangement (pre-loaded-\$2000 individual/\$4000 family which you can use toward your deductible)
- Low prescription co-pays
- Low co-pays for doctor visits
- Flexible Spending Account (FSA)
- Free Life Insurance up to annual salary
- Aflac Insurance Eligible
- Tuition Reimbursement
- Longevity Bonus for years of service
- Employee Referral Program-\$250.00 for referring a friend to SMHFC!

### **Responsibilities and duties for SMHFC Intake Coordinator:**

- The Intake Coordinator will organize and summarize client information, necessary for intakes.
- Maintain accurate waiting lists.
- Facilitate client admission and services assignment through collaboration with

the Assistant Director and Outpatient Services Team Leaders, as needed.

- Receive and confirm authorization for outpatient services through DCYF, private insurance company or other payers.
- Oversee and facilitate client admission for all outpatient groups.
- Educate referral sources on outpatient services.
- Assist with marketing of outpatient services as needed.
- Maintain accurate client information in computer data base.
- Provide needed information to Assistant Director in order to complete the reports when requested.

**Qualifications for SMHFC Intake Coordinator:** Bachelor's degree in Social Work or related field; experience providing support to children, adults and families who have experienced trauma.

Equal Opportunity/Affirmative Action Employer

Bilingual candidates encouraged to apply