



MARINERS INN

Title:	Intake Counselor	Effective Date: 11/05/2022
Classification:	Non-exempt	
Status:	Full Time	

Reports To: Clinical Director	Reviewed Date: 11/22, 11/23
Supervises: None	Revised: 11/23

The Intake Counselor works full-time in a person-centered and team oriented setting to complete a detailed, comprehensive ASAM Continuum intake assessment and individualized treatment plan for all clients entering the Residential Treatment Program and other clinical programs as needed; meets the expected timeframe of completion for documentation according to insurance requirements; and coordinates within a multidisciplinary team to ensure clients are successfully oriented to the treatment program--ethically sound supervision is provided.

Responsibilities:

- Complete the intake process and prepare clients for the program.
- Screen program applicants to determine their appropriateness for the program.
- Fill out all related intake documents fully and appropriately.
- Complete the ASAM Continuum and initial individualized treatment plan.
- Make referrals to Case Manager to assist clients with emergency needs including ID, clothing, and emergency physical or mental health issues.
- Assign clients to counselors based on best fit and counselor caseload.
- Maintain consistency with documented dates for health.
- Drive clients to and from assigned destinations when needed.
- Maintain accurate, updated records in client's files.
- Conduct individual sessions with clients on a needed basis.
- Demonstrate professionalism and loyalty to the staff, agency, clients, and community.
- Follow approved policies and procedures of the agency to ensure that clients' recipient and confidentiality rights are not violated.
- Assist with groups whenever necessary.
- Participate in regular in-service training and attend workshops, seminars, as required by management.
- Other duties as assigned by the Clinical Director.
- Ability to lift 15-20 lbs.
- Ability to sit at a desk for up to 8 hours while working on the computer.

Qualifications:

- Minimum of bachelor's degree required and LBSW or LLBSW, LLMSW, LMSW, LLPC, LPC)
- Possess a minimum of a MCBAP Development Plan but a MCBAP CADC certification is preferred.
- Minimum of one year's sobriety (if recovering).



- Training and experience in alcoholism treatment and 12-Step meetings desirable.
- Ability to meet the physical, mental, and visual standards of the job.
- Ability and willingness to work in a manner which will not needlessly endanger the safety of oneself, other people, and equipment.
- Ability to establish and maintain harmonious working relationships with fellow workers, clients, and the general public.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15- 20 pounds at times.

ADDITIONAL ELIGIBILITY REQUIREMENTS

- Covid-19 vaccination per agency policy requirements
- Possess a valid First Aid/CPR certification.
- Provide education transcript.

Position Details:

- Full Time position, 30-40 hours per week. Benefits enrollment eligibility after 89-day introductory period.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

How to Apply:

Please submit your resume with cover letter via email to humanresources@marinersinn.org no later than January 31, 2024. In the email subject, please enter the position you are applying for. No phone calls or faxes will be accepted.