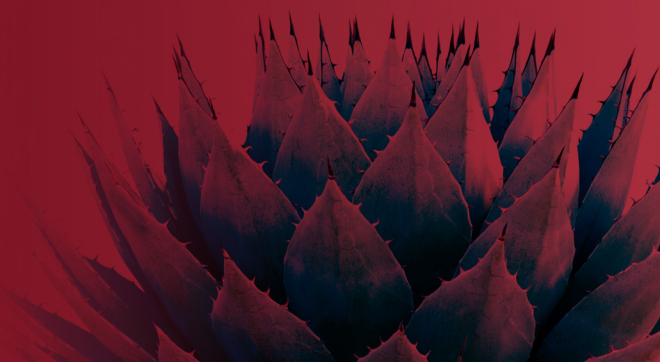


# Clinical Intake Clinician

FULL-TIME

ALBUQUERQUE, NM

SALARY: \$65,000 TO \$85,000 MID



DEPARTMENT/GROUP  
Clinical

REPORTS TO  
Clinical Director

POSTING END DATE  
3/15/2024

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Submit cover letter and resume to  
[centrosavilajobs@centrosavila.com](mailto:centrosavilajobs@centrosavila.com)

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[centrosavila.org](http://centrosavila.org)  
1317 Isleta Blvd SW  
Albuquerque, NM 87105  
505.312.7296

## ABOUT CENTRO SÁVILA

Award-winning Centro Sávila is committed to advancing social justice and reducing disparities in behavioral health services. We are looking for qualified applicants to join us in improving the mental health of our community. Centro Sávila offers a flexible working environment, competitive salary and benefits, and training and professional development opportunities for all employees. Join our diverse, dedicated, hard-working staff and take part in endless opportunities for personal and career growth. We pride ourselves on supporting employees to create a culture of care and compassion and a sustainable work-life balance.

The Clinical Intake Clinician is responsible for coordinating clinical admissions into Centro Sávila's behavioral health services by assisting new clients and their support systems through the clinical assessment and admission process.

## RESPONSIBILITIES

- Screens, assesses, and provides preliminary diagnosis of incoming clients and refers to the appropriate level of care and services.
- Conduct thorough and timely assessments of individuals in crisis.
  - ◊ Evaluate and determine the level of risk associated with the individual's crisis, considering factors such as suicidality, self-harm, or harm to others, and develop safety plans accordingly.
  - ◊ Provide immediate crisis intervention and support to stabilize individuals in acute distress, utilizing appropriate therapeutic techniques and interventions, and refer clients who require a higher level of care to appropriate services.
- Based on the initial assessment, provides a preliminary diagnosis and treatment recommendations and communicates this to the client's assigned providers.
- Staffs cases with Clinical and Case Management Supervisors who assign cases to Centro Sávila providers.
- Works closely with the Master Scheduling Specialist to manage waitlists, schedule assessments, and facilitate the clinical intake process within the program.
- Obtains collateral information from client's support system with proper releases and completes related documentation.
- Builds rapport with clients through education on the admission processes and need for treatment. Reviews HIPAA client rights and expectations with each admission.
- Ensures that proper consents and releases of information are obtained from clients.

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- Provides information about referrals and follow up with external referrals to ensure continuity of care.
- Calls referring programs to update client status (with releases of information) upon admission.
- Oversees, complete and accurate data entry, and processing in Electronic Medical Records.
- Other duties, as required.

### **QUALIFICATIONS AND REQUIREMENTS**

- Minimum of Master's Degree in counseling, marriage and family therapy, or social work.
- Licensure in the state of New Mexico as an independent provider.
- Four years experience in delivery of psychotherapeutic services.
- Understanding of social determinants of health and case management integration in behavioral health services.
- Bilingual English/Spanish.
- Experience working with at-risk immigrant, refugee populations and crime victims.
- Promotes excellent customer service systems and a commitment to achieving positive outcomes, and participates in service/program evaluation.
- Promotes a culture of care and compassion within Centro Sávila.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills.
- Carry independent malpractice insurance coverage.
- Completes tasks in a timely and accurate manner.
- Maintain the confidential nature of Outpatient Programming and related activities.

### **PREFERRED QUALIFICATIONS AND REQUIREMENTS**

- PhD in a mental health-related field.
- Familiarity with Comprehensive Community Support Services (CCSS) services and domains.
- Network effectively with other agencies and professionals within the service area.
- Computer skills, including Microsoft Word and working knowledge of Excel, Google Workspace, and EMR Bear (the electronic medical record used at Centro Sávila).
- Ability to work a flexible work schedule, including evenings and weekends on occasion.

### **BENEFITS**

This is a benefits-eligible position. Centro Sávila provides a comprehensive package of benefits including medical, dental, vision, retirement plan, and life insurance. Loan deferment is available for qualified applicants.

- 100% of health, dental, vision, and life insurance plan for full-time employees.
- 34 paid holidays, including a paid week for Spring and Winter breaks, plus accrued paid time off.



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