



has an opportunity for an

## **Bilingual Intake Coordinator**

Mission Viejo

(Full-Time)

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

Responsible for managing triage and access for clients, IRIS calendars scheduling, and assignment of cases, and the delivery of clinical assessment, diagnosis, treatment planning, case management, consultation, crisis intervention and collateral treatment to Western Youth Services clients.

### **Responsibilities:**

- Meet all regulatory and Agency requirements regarding the documentation of clinical services.
- Collaborate on the goals and objectives established by the Agency, and with clients and families.
- Track progress toward expectations set forth to ensure adherence.
- Produce, submit, and correct all corresponding documentation by agency and Medi-Cal guidelines.
- Collaborates with Case Managers/Mental Health workers and admin teams.
- Provide in-person intake and assessment services to clients.
- Conducts a thorough clinical assessment including chief complaint, history, mental status, needs of client/family, disposition, and document safety concerns.
- Coordinates and schedules intakes with caregivers and clients.
- Triage access for care.
- This is a DSH producing position.
- May carry a caseload.

### **Minimum Qualifications:**

- Master's degree in social work (MSW) and registration as an Associate Clinical Social Worker; or a master's degree in Marriage and Family Therapy and registration as Marriage and Family Therapy Intern or Associate Licensed Professional Counselor (APCC).
- Licensed or progress toward licensure in an appropriate field.
- Advanced knowledge of Medi-Cal documentation requirements and attention to detail.
- Have advanced knowledge of evidence-based practices.
- Demonstrated ability to monitor Medi-Cal compliance.

- Demonstrated leadership ability amongst peers and a minimum of two years clinical experience working with adolescents, children, and their families.
- Ability to read, analyze, and interpret medical assessments, county requirements and regulations.
- Advanced attention to detail and organizational skills, the ability to write clear and concise reports and business correspondence. Able to effectively present information in varied situations, respond to questions from managers, clients, families, contract entities, and other community representatives, relate and understand various ethnic and socioeconomic backgrounds within a multicultural environment.
- Ability to organize and manage multiple priorities.
- Dependable and reliable.
- Excellent interpersonal and communication skills.
- Must be computer literate with Microsoft Office Suite, Outlook, Word, Excel, and database skills.
- Bilingual Spanish **required**.

**Salary:** from \$81,987.00 annually

**Benefits:** Comprehensive employee benefits package includes: Medical, Dental, Vision, Life Insurance, Long Term Disability and 403(b) Retirement Incentive & Savings Plan.

***Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.***

***Western Youth Services is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce to maintain the excellence of Agency service to the community and to offer richly varied disciplines and perspectives.***