has an opportunity for an

Bilingual Intake Coordinator

Anaheim (North)

(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.

The Intake Coordinator is responsible for managing client triage and access, coordinating IRIS calendar scheduling, assigning cases, and delivering a range of clinical services. These services include assessment, diagnosis, treatment planning, case management, consultation, crisis intervention, and collateral support for Western Youth Services clients.

Responsibilities:

- Maintain full compliance with all regulatory and Agency requirements for documenting clinical services.
- Collaborates effectively within a multidisciplinary team.
- Conducts in-person intake and assessment services to clients.
- Performs comprehensive clinical evaluations, including presenting concerns, client/family history, mental status, and safety risk assessment.
- Schedules and coordinates intakes with clients and caregivers.
- Manages triage and prioritization of client access to care.
- Collaborate with team to achieve Agency goals and objectives, tracking progress to ensure compliance with expectations.
- Complete, submit, and revise all service documentation in accordance with Agency, Medi-Cal, and Cal Aim guidelines and timelines.
- Participate in required meetings and trainings to advance knowledge of evidenced based practices as directed by the clinical supervisor.
- Complete all recertifications and renewal in accordance with county guidelines.
- Maintain an active caseload sufficient to meet productivity and Direct Service Hour expectations.
- This is a Direct Services Hours (DSH) producing position.
- This position includes productivity expectations, with an average of 55% of the time worked dedicated to billable client services.

Minimum Qualifications:

- Master's degree in Social Work, Marriage and Family Therapy, or Counseling, with current BBS registration (ASW, AMFT, or APCC).
- Licensed or progress toward licensure is strongly preferred.
- Demonstrates advanced knowledge of Medi-Cal documentation and compliance requirements, with a strong ability to monitor and maintain ongoing regulatory compliance.
- Strong understanding and application of evidence-based practices in clinical settings.
- 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 regulations and clinical data; write clear and concise reports and business correspondence; and effectively communicate effectively with managers, clients, families, and other community partners
- Strong organizational skills with the ability to manage multiple priorities and problem solve as needed.
- Dependable, reliable, and responsive to client and Agency needs.
- Commitment to WYS Diversity, Equity, and Inclusivity (DEI) initiatives.
- Bilingual fluency in both Spanish and English is required.

Salary:

- Starting at $81,987.41 (The actual salary may vary based on experience, equity, market, and Agency considerations.)

Benefits:

WYS offers a comprehensive employee benefits package including:

- Medical, Dental, Vision
- Life Insurance, Long Term Disability
- 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 (WYS) is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce. WYS values and promotes a culture of inclusivity and belonging, one that embraces the contributions of richly diverse disciplines and perspectives of all employees and staff.