

**Peer Assistance Services, Inc.
Job Description**

Job Title Intake Coordinator	Program (s) Treatment Accountability for Safer Communities	FLSA Exempt Status Salary Exempt
Date:	Date of Last Revision February 12, 2009	Hours Monday – Friday 8:00a.m. – 6:00p.m. <i>Regional Office hours may vary</i>

Primary Purpose of Job: Employee is responsible for the coordination of services for clients of the regional Treatment Accountability for Safer Communities (TASC) office. Employee is responsible for client intake, assessment scheduling as well as observation and collection of specimens for laboratory testing. Employee provides administrative support to Colorado TASC program staff.

Principle Duties and Responsibilities:

1. Staff the front desk/reception area, greet visitors, and serve as the initial point of contact for clients.
2. Process client intakes, including completion of the Designated Record Set and all required data entry. Conduct brief needs assessment. Issue vouchers as directed by Case Managers. Schedule client assessment with Case Manager. Employee is expected to exercise professional judgment in identifying clients' immediate needs and determining priorities for scheduling assessments.
3. Maintain client records on Monitored Sobriety Only/ UA Only clients. Review status of Monitored Sobriety Only / UA Only clients with case managers regularly. Employee is expected to report any change in a client's circumstance to the Case Manager.
4. Monitor specimen collection for drug testing. Oversee monitoring procedures including:
 - a. Completion of chain of custody forms
 - b. Fee collection
 - c. Data entry of test results
 - d. Filing of results
5. Observe antabuse (or alternate medication) by clients and complete required documentation.
6. Documentation of services by data entry in TASC Database and C-Wise. Additional documentation and data entry as assigned by the program director.
7. Prepare daily financial reconciliation and make regular bank deposits.
8. Provide administrative support in all offices within the region.
9. Additional tasks as assigned by the Program Director

Reports to: TASC Program Director

Direct Reports: None

Job Specifications: 2-year Degree or equivalent experience in Human/Behavioral Services, Criminal Justice, or related field preferred. Relevant knowledge of substance use disorders, as well as community resources, preferred. Strong Computer skills required. Must hold or be actively pursuing Certified Addictions Counselor II.

Working Conditions: Favorable office environment with some in-state travel required. Periodic weekend hours required.

Physical Requirements: Position requires intermittent sitting, standing, and walking. Occasional lifting of up to 40 pounds. Good visual and auditory acuity required for interaction. Manual dexterity required for data entry. Same gender matching required for observation of specimen collection.

Disclaimer Statement: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required for employees assigned to this job.

Employee Signature	Date:
Supervisor Signature	Date:
Human Resources Signature	Date: