

Now Hiring: Intake Counselor at Woodridge Interventions.

Location: 2221 64th St., Woodridge, IL 60517

Wage: \$26.00 per hour

Job Type: Full-time

As an Intake Counselor, you have an opportunity to make a difference every day by helping people with substance abuse issues gain control of their lives.

Must possess thorough understanding of ASAM, Substance Use and Mental Health Disorders. Previous assessment experience required. Must be able to form a diagnostic impression by using bio-psych-socials and other assessment tools to determine the level of care needed by the patient, including patient strengths, problem areas, and the areas of clinical and medical concerns, impressions, recommendations, and developing a diagnostic summary.

Required certification or license: IAODAPCA certification as CERTIFIED ALCOHOL AND OTHER DRUG COUNSELOR (CADC) or IC&RC Counselor certification CRADC, CSADC, CAADC or LSW, LCSW, LPC, or LCPC

Join Our Team and Together, we'll continue BUILDING BETTER FUTURES!

Benefits & Perks: We provide a competitive and comprehensive benefits program that offers the protection, peace of mind and flexibility designed to support you – both at home and at work.

Medical & Dental & Vision Insurance

Flexible Spending Accounts

Basic Life & Short-Term Disability Insurance

403(b) Savings Plan

Life Assistance Program (LAP)

Tuition Assistance Program

Paid Time Off (PTO) * Paid Holidays * Paid Training

Advancement Opportunities

Who We Are:

Abraxas Youth & Family Services is a national nonprofit human services provider dedicated to Building Better Futures for at-risk youth, adults, and families. Our diversified array of services includes alternative education, outpatient counseling, in-home services, shelter, detention, residential treatment and re-entry/transition services.

Since 1973, Abraxas team members have positively impacted the lives of those we serve and the communities in which they live.

Intake Counselor - Primary Duties and Responsibilities:

Respond to inquiries about the facility within facility policy timeframes.

Ability to develop therapeutic relationships with patients and families.

Perform benefit eligibility to ensure patient benefits are active at the time of admission.

Communicate benefit eligibility to the business office and the patient or significant other.

Collaborate with other facility medical and psychiatric personnel to ensure appropriate recommendations regarding pending referrals.

Coordinate admission and transfer from referral sources and between levels of care within the facility.

Maintain knowledge of milieu management.

Communicate projected admissions to designated internal representatives promptly.

Ensure all clinical information from referral sources or patient (including medical comorbidity information) is received, when possible, prior to patient admission.

Schedule (when applicable) and complete pre-admission assessments, consult with the admitting physician, and communicate disposition recommendations to patient or their family.

Possess skill in preparing and maintaining appropriate medical record documentation that will result in authorization at the level of care being requested of the payor.

Complete initial pre-authorization for treatment and admission prior to admission, when possible, and within payor timeframe guidelines.

Admit patient in the registration and accounting system. Complete all admission and consent forms with the patient.

Demonstrate a positive, empathetic and professional attitude towards customers always. When patient needs are not met, acknowledge and work to resolve complaints. Recognize that patient safety is a top priority.

LICENSES/DESIGNATIONS/CERTIFICATIONS:

Current licensure, CADC, LPC or LSW or LCPC or LCSW

Two (2) years' experience working with Substance abuse. Preferred.

Two (2) years of social service management experience. Preferred

Ability to work independently.

Ability to exercise discretion and use independent judgment in making decisions.

Ability to promote positive behavior and manage resistant behavior.

At least twenty-one (21) years of age.

Valid driver's license from employee's state of residence.

Ability to work with computers and the necessary software typically used by the department.