

JOB VACANCY



Counseling & Treatment Services

POSITION: Senior Intake Specialist

SITE/PROGRAM: 1526 Walden Ave (Subject to Change)

START DATE: ASAP

SALARY: Open/nonexempt

QUALIFICATIONS: 4 year degree in a Human Services discipline required with 1 year of experience in a similar position preferred. Master's degree preferred. The successful candidate will be proficient in MS Office, and have the computer skills to be able to work with an Electronic Health Record (EHR) system.

SUMMARY: Receives referrals from the community for all services and links clients to the appropriate program/site at Mid-Erie. Completes the intake process and basic clinical assessments. Performs risk assessments and triages appropriately. Communicates and works closely with clinicians and supervisors.

For those interested and qualified candidates please send resumes by **6/2/2017** to:

Human Resources
1526 Walden Ave., Suite 400
Cheektowaga, New York 14225

Eoe/m/f