



Intake Counselor

Responsibilities:

The Intake Counselor reports directly to the Clinical Director and operates under the direction of the Chief Operations Officer in line with the policies and procedures of Street School. The Intake Counselor will recruit and maintain enrollment for Street School through collaboration with community partners, as well as conduct the intake process for incoming students.

Duties:

- Conduct interview in order to complete biopsychosocial assessment and trauma screeners
- Complete intake information
- Process trauma at a basic level during the biopsychosocial assessment and trauma screeners.
- Maintain student files
- Update counselor case load for incoming students
- Input data for OAYS funding source
- Update the waiting list
- Prepare student files
- Provide resources to students
- Develop relationships and establish partnerships with members of the community to promote Street School enrolment
- Provide orientation to prospective students
- Conduct TABE testing for prospective and incoming students
- Conduct TABE testing for post scores
- Make appropriate referrals to outside agencies

Skills and Qualifications –

- Give a conscientious effort to be non-judgmental and culturally competent; Includes consideration of gender, sexual orientation, religious beliefs, and socioeconomic status.
- Work to establish relationships in the community, local agencies, and schools to promote Street School and encourage referrals.
- Be knowledgeable of trauma informed care.
- Be able to relate to clients in a positive, respectful way.
- Work to continually make improvements in the school.
- Time management.
- Provide the best services possible to every student in need.
- Exhibit consistent reliability-based behavior patterns as evidenced by punctuality and dependability and adhering to prescribed arrival and departure times.

Education and Experience - Bachelor's degree in counseling, psychology, or social work with appropriate experience. Master's degree in counseling, psychology, or social work preferred.