

Job Description

Job Title:	Centralized Intake Coordinator	Employee Name:	TBD
Department:	Programming	FLSA Status:	Non-exempt
Reports To (Name/Title):	Rina Ben-Benjamin, Intake Manager	Position Type:	TBD (Full-time preferred)
Hours:	M-F, 35 hours a week	Proposed Pay:	\$60,000.00 annualized (hourly pay)
Location:	Brooklyn	Prepared By:	Rina Ben-Benjamin
Prepared Date:	10/20/2022	Last Updated Date:	12/3/2025

Position Summary:

This position is responsible for the development and implementation of Centralized Intake and Referrals. Responsibilities include conducting assessments for all incoming clients, coordinating clients' receipt of services through multiple divisions, and providing relevant referrals for clients' needs.

Duties and Responsibilities:

- Conduct intake and mental health assessments to determine appropriate referrals both within and external to agency
- Case manage intake clients until admitted to proper division/service
- Administer risk assessments and provide crisis support as needed
- Participate in and lead outreach meetings with collaborating mental health professionals and organizations
- Maintain a thorough knowledge of all programming at the agency
- Ability to track all services and report on documented metrics
- Coordinate and collaborate with all divisions to properly advise clients through services
- Develop and monitor documentation and risk management
- Assist in implementing events relating to intake and referral services
- Develop and monitor program quality assurance, documentation, risk management and relevant budget
- Attend weekly individual supervision and staff meetings
- Encourage staff development to ensure staff possesses core competencies to effectively assist clients
- Engage with professionals, lay leaders, and volunteers
- Manage program as well as active board/committee involvement
- Other responsibilities as needed

Skill and Education Required:

- Master's degree in mental health related field preferred
- Minimum of 3 years experience in social service intake and/or mental health work preferred; SIFI certified a plus
- Excellent organizational and written/oral communications skills
- Ability to liaison with all levels of internal/external professionals, active lay leadership and active board of directors
- Proficiency in Microsoft Office, Microsoft Excel and Google apps
- Ability to learn and utilize existing data tracking systems

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- Ability to work independently as well as part of an established group of active volunteers
- Must display the following competencies and capacities: leadership, empathy, management skills, creative thinking, team-player approach, commitment to successfully help clients and ability to achieve project development and completion
- Familiarity with the Orthodox Jewish population

Special Requirements:

- Ability to travel to Deal, NJ

Physical Demands:

- Sitting at a desk; using office equipment such as a computer, copier, telephone, etc.

Director Signature:	
Employee Signature:	
HR Director Signature:	

To apply, please submit a resume and cover letter to hr@sbhonline.org with the job title in the subject line.