



<b>Job Title:</b>	<b>Intake Specialist</b>	<b>Job Category:</b>	Direct Services
<b>Department/Group:</b>	Client Services	<b>Job Code/ Req#:</b>	
<b>Location:</b>	AARC	<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full-Time
<b>Job Description</b>			
<p>Job Purpose:</p> <p>The Intake Specialist will be responsible to collect, monitor and document all necessary paperwork from clients who are eligible for services. The intake specialist will ensure documentations collected are in accordance with the agencies standards and policies to ensure clients remain eligible for services. Applicant must have knowledge of social service principles, practices, and techniques; ability to effectively communicate with staff, consumers and administrative personnel from varied cultural and socio-economic groups; knowledge of and sensitivity to HIV/AIDS issues, cultural/ethnic issues and diverse populations, gay and lesbian issues, chemical dependency issues, and grief and bereavement; ability to pass a pre-employment drug screening and background check</p> <ul style="list-style-type: none"> <li>• Complete Intake process for new clients</li> <li>• Input new clients referrals in the ARIES database to include related affected information</li> <li>• Create new client files</li> <li>• Screen clients for agency services (case management, counseling, Health Insurance)</li> <li>• Schedules appointments for new clients for case management</li> <li>• Coordination to obtain proof of positivity (POP) for agency</li> <li>• Provide quality customer service during intake process</li> <li>• Provide linkage to resources within the community</li> <li>• Coordinate and process referrals for clients that are case managed</li> <li>• Update client documents for transportation and meal vouchers</li> <li>• All other duties as assigned</li> </ul> <p><b>Skills/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Associates Degree or equivalent.</li> <li>• Two Years Experience in a related field</li> <li>• Driver’s License</li> <li>• A minimum of one year paid work experience with persons with HIV/AIDS or other catastrophic illness; and</li> <li>• Extensive knowledge of community resources and services</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	