



JOB DESCRIPTION

Title: Assessment Specialist
Classification: Full Time/ Exempt
Reports To: Team Supervisor

Overview

POWER's mission is to help women reclaim their lives from the disease of addiction to alcohol and other drugs, and to reduce the incidence of addiction in future generations. We are an agency committed to providing quality gender-responsive, trauma-informed treatment and recovery supportive services to women with substance use and co-occurring disorders.

The Assessment Specialist, who is a member of the POWER Central Intake team, provides critical alcohol and other drug assessment and referral services to clients referred to the POWER in a manner that reflects POWER's mission to be gender-responsive and trauma-informed.

Essential Duties and Responsibilities

- Conduct screening interviews to determine the need for a drug and alcohol assessment and for emergent care services in the specific areas of detoxification, prenatal care, and psychiatric care. Make referrals to appropriate health and human services agencies as needed based on the outcome of the screening interview.
- Conduct confidential, quality assessments, that are gender-responsive and trauma-informed, utilizing ASAM criteria to determine the appropriate level of care. Assessments may be conducted in the community or at a POWER facility.
- As a member of the POWER Central Intake team, using a strength-based and trauma-informed approach works collaboratively with clients and other treatment team members (internal and external) to help support clients in their treatment and recovery.
- Provide clinical consultation to referral resources, Mentors, family members, and others to help support clients in their recovery.
- Work closely with clients to engage them in the decision-making process and help them understand the benefits of the assessment and accessing the appropriate level of care as indicated.
- Collect and review referral information upon assignment of clients from the referral source and consult with other involved professionals as needed to support coordination of services and scheduling of client interviews.
- Coordinate with the Intake Coordinator as needed to call client or send email reminder to confirm appointment date, time, and location of the assessment.
- Collect information from collateral resources to aid in determining diagnosis and need for treatment.
- Based on the assessments, make referrals to the most appropriate programs and agencies in an effort to help clients access the right level of care to best meet their treatment needs.

- Assist clients with scheduling an admission or first appointment date at the program or facility that they are referred to.
- Monitor client access to and involvement with treatment and other providers to help address barriers to treatment and the recovery process. Follow up with client within seven days of referral to assess process and client's satisfaction with adjusting to the program.
- Provides transportation for Clients to intake appointments and other appointments as needed.
- If client is admitted to one of POWER's programs as a result of the screening and assessment, coordinate the admission and intake with the appropriate POWER staff to ensure a timely and smooth transition into treatment for the client. If client is referred to a program of another agency, forward screening, assessment and ASAM Summary Sheet, and required consents, to the agency that the client is being referred to.
- If client does not keep assessment appointment, follow up with client by phone, mail or email; offer to reschedule the appointment.
- Work collaboratively with client's funding sources to obtain initial authorizations for reimbursement for intervention and recovery support services.
- Work cooperatively with the legal system to ensure coordination of services including Court appearances when appropriate.
- Complete paperwork requirements and maintain quality, up-to-date clinical records; including Outcomes Survey information and information for invoicing for services. Enter necessary information into POWER's database/EMR system.
- Consult with supervisor and/or POWER's psychiatrist as needed.
- Be knowledgeable about other drug and alcohol treatment agencies and programs and maintain list of resources that can be shared with clients
- Be knowledgeable about and remain in compliance with internal and external policies, procedures, regulations, and standards; including, for example, all of POWER's policies and procedures and Quality Assurance Plan, DDAP requirements, State Licensing standards, County Monitoring requirements, and managed care regulations.
- Participate in all staff development and training as required.
- Participate in assigned meetings, staff development and trainings.
- Provide back-up assistance to Therapists with group therapy and psycho-education groups as necessary.

Requirements

- Master's degree in Social Work, Counseling or related field plus 1 year's clinical experience in an alcohol or other drugs (AOD) or mental health setting preferred.
- Bachelor's degree in Social Work, Counseling or a related field with 2 or more years in an AOD or mental health setting.
- LCSW, LSW, or LPC preferred
- Combination of comparable skills, experience and education.
- Experience in a women-centered treatment environment or with gender-responsive care preferred.
- Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.
- Personal recovery experience not required, however, knowledge of recovery support systems and 12-Step programs preferred.
- Strong interpersonal and engagement skills.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Value for and ability to deliver excellent customer service.
- Valid driver's license, use of a reliable vehicle to transport clients and families and documentation of required vehicle insurance.
- Strong computer skills/experience with EMR system a plus.
- Strong verbal and written communication skills.
- Self-directed and flexible to meet the needs of administration and management, and ability to manage multiple tasks.
- Understand and support a trauma informed system of care.
- Model and support clients and staff in health and wellness activities and with using healthy coping skills.
- Support organization's mission with a sensitivity of cultural diversity and workplace harmony.
- Ability to secure Act 33 and 34 clearances.

Working Conditions

- Working in the POWER's various offices.
- Ability to work the hours necessary to complete the work.

Disclaimer

- Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.
- This job description reflects management’s assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.

POWER is an equal opportunity employer and provider

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

(Revised 08/18)