

JOB OPENING NOTICE

Position: **Intake Specialist**
Sacramento, California
\$31.32 per hour + excellent union benefits; Full-time
(M-F), 40 hours a week

Overview: An Intake Specialist serves as the initial point of contact for clientele experiencing substance dependence. They provide guidance and support for incoming clients through the initial process of admission up to and including first contact, collecting relevant information, establishing individuals' goals for treatment, and determining eligibility.

Essential Functions:

- Maintain clear and effective communication with callers, making an accurate assessment of the caller's inquiry.
- Audit new admission paperwork.
- Collect, enter, and track data in the internal database.
- Handle sensitive and confidential assignments with tact and diplomacy.
- Verify insurance coverage and schedule client appointments.
- Manage and respond to general email and telephonic inquiries.
- Referral tracking.
- Aftercare planning collaboration.
- Coordinate with Employers and Facilities.
- Participate in program development.
- Perform other related duties as assigned to support the organization's mission.

Job Requirements:

- Associate degree or equivalent work experience.
- At least three years of experience in claims processing, coordination of benefits, and data entry experience.
- Must possess intermediate to advanced computer literacy skills (proficiency in Microsoft Office Suites, Outlook, Adobe Acrobat, etc.).
- Previous industry experience preferred (but not required).
- Substance abuse certifications are preferred (but not required).

THIS POSITION IS LOCATED IN THE SACRAMENTO ARP OFFICE.

Please express your interest in this position by submitting a resume and a cover letter to rmcgreal@oe3jac.org. Submissions must be received no later than **5 pm on June 29, 2022**.

The Assistance and Recovery Program, Inc. provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.