

## JOB DESCRIPTION

**Title:** Referral & Intake Coordinator

### **Position Summary:**

The Referral & Intake Coordinator is responsible for providing intake and referral services and provide resources to assist consumers with services needed.

### **Duties and Responsibilities:**

- Complete intake assessments with new consumers and assist them with various program applications.
- Collaborate with AZ/DD DES state vendor calls and NN-DSS for potential consumer placement.
- Communicate and facilitate meetings with Residential & DTA programs, consumer, consumer's guardian and funding agency.
- Complete prescreening and all required documents for application process and disseminate information with program Supervisors/Nursing/Executive Director to review and determine intake of new referral.
- Maintain and organize consumer's master file to include consumer intake forms, the release of information, statistics, case notes, and other information as needed.
- Act as liaison between consumer and other agencies to provide information, assistance, and advocacy.
- Will provide Navajo/English language interpretation.
- Conduct home visits for consumers as needed.
- Provide general information, referrals, and assistance to consumer and their families.
- May attend training, workshops, and seminars on topics related to issues affecting persons with disabilities.
- Protect consumer confidentiality and consumer records based on HIPPA guidelines.
- Performs all other duties as assigned.
- Abide by the SMASE Employee & Department Policies, the Residential Policy & Procedures Handbook and DDD Policy & Procedures.

### **Qualification:**

- High school diploma/GED or Associates degree in related field
- At least 2+ years of work experience as Intake Coordinator or similar position
- Proficient in word processing skills, office management and filing systems
- Ability to communicate professionally with families and public agencies.
- Ability to speak Navajo language preferred
- Excellent verbal and written communication skills
- Must have a valid driver's license.
- Fingerprint and background check clearance required.