

## Intake Specialist (PT/ Per Diem)

### Duties:

1. Work alongside front office administrators to confirm insurance authorization and/or payments, and paperwork requirement completion prior to intake appointment.
2. Review program policies, procedures and paperwork required to receive services by business and regulating licensing boards in NC.
3. Complete and document Informed Consent in compliance with business and board regulations.
4. Conduct Intake interviews with new and returning clients to assess current symptoms and distress, reasons for seeking services, relevant background history, other factors affecting well-being and any risk of harm to self and others.
5. Complete Biopsychosocial assessment from information gathered during the interview.
6. Produce notes/summarization of intake to assign to therapist with expected deadlines.

### Requirements:

1. Completion of Bachelors (any filed) and current coursework or completion within the mental health/medical services fields.
2. Understanding and knowledge of HIPAA guidelines and regulations.
3. Flexible schedule
4. The ability to see clients in office in Havelock North Carolina (no telecommuting is available for this position)

Pay is Per Diem = \$60 – 70 per completed intake and assessment.

Please forward letter and CV to [support@hurtandhealingbhw.com](mailto:support@hurtandhealingbhw.com) or call 252-652-6047 for questions.