

Western Montana Mental Health Center
1201 Wyoming St.
Missoula, MT 59801
Phone: (406) 532-9900
Fax: (406) 532-9901

Position: Intake Coordinator

Close Date: Open until filled

Hours: Full-time

Job Summary: Performs work tasks as an addiction counselor in the areas of assessments and intake coordination.

Essential Job Responsibilities:

- Conduct diagnostic and/or placement assessments in accordance with best clinical practices, laws, and administrative rules and guidelines.
- Maintain program record keeping in a professional and timely manner and in accordance with program and state requirements.
- Ensure proper staffing assignments of all clients based on clinical needs and abilities of organization.
- Coordinate all current and prospective admissions and referrals in order to ensure maximum capacity for services.
- Under supervision, identify significant mental health issues and coordinate appropriate concurrent services.
- Assist with program and workflow development.

Job Requirements: Comprehensive knowledge of addiction, theoretical models of therapeutic change processes, and best clinical practices required. Comprehensive knowledge of assessment procedures, including ASAM Dimensional Analysis and placement criteria. Knowledge of counseling skills in providing family education and support. Knowledge of laws and administrative rules relevant to chemical dependency, mental health, and confidentiality required. Familiarity with community resources preferred.

Education & Knowledge: Minimum of a Bachelor's degree in Behavioral Science, or a Master's degree in a Behavioral Science, with specific coursework or training in addictions and treatment of other mental health disorders required. Minimum of two (2) years' experience working with dually-diagnosed individuals. Individual must be actively working on obtaining, or has obtained, licensure in the state of Montana as an LCSW, LCPC, PhD, or LAC. Certification and licensure from other states will be considered if qualifying for Montana.