

INTAKE COORDINATOR (TEMPORARY) - MADRAS, OREGON

BestCare Treatment Services Latino Services Residential Program in Madras, Oregon is recruiting for a Temporary (Through mid-January) Intake Coordinator at our residential program location! This is a Full Time position that includes a retirement account option. Starting pay for this position is \$17.00 - \$22.31/hour dependent upon experience.

BestCare Treatment Services is proud to be one of the longest-term providers of alcohol & drug rehabilitation and mental health services in the Central Oregon region. We got our start in November of 1997, thanks to a partnership between Deschutes County, State of Oregon, St. Charles Medical Center and the Central Oregon District Hospital. From a modest, singular drug rehab center, we have grown to offering residential and outpatient services in four cities in addition to the only Spanish-speaking alcohol and drug rehab facility in the state. We have helped thousands of people find the help they need in a caring and collaborative environment and we remain true to our founding mission:

To advocate and provide compassionate care in the treatment and prevention of addiction and mental illness.

As an agency, BestCare has a family feel with a supportive staff of hard-working professionals whose compassion and dedication is unmatched in our industry. They are smart, kind, innovative and strive to offer the best services available under all circumstances. Does this sound like you? If so, we invite you to join our team by applying for our open position for Mental Health Crisis Therapist.

Located in beautiful Central Oregon, about 45 minutes north of Bend, and surrounded by quaint farms and working cattle ranches, Madras, Oregon, is home to scenic river gorges, deep desert canyons, and other delightful treasures. The community is tight-knit and is known for its livability, affordability, community spirit as well as its rich mix of cultures. The surrounding landscape offers gorgeous snow-capped mountain views, fresh, clean rivers and lakes and breezy high desert plains. Madras is in close proximity to a myriad of destination locations for fun and relaxation including breath-taking Mt. Hood, world famous Smith Rocks State Park, and Cove Palisades State Park on Lake Billy Chinook just to name a few.

For a video tour of Madras, take a look at this video:

[Madras Oregon: Beyond the Windshield - YouTube](#)

If this sounds enticing, don't wait! Apply today and join the family!

Title: Intake Coordinator (Temporary)

Program: Programa De Recuperación (PRM) – Latino Services

Program Location: Madras. Oregon

Supervisor: Program Director; Residential Program Supervisor

Employment Status: Full Time Regular

FLSA Classification: Non-Exempt, Hourly

Duties:

- Review clinical and financial information on all client referrals including ASAM assessments and mental health status exams to determine placement criteria.
- Network with referring agencies and clinicians to meet the needs of the client.
- Insure all Dual Diagnosis referrals are staffed with the treatment team and all Dual Diagnosis entry criteria have been met and signed off by the referring agency.
- Insure all the necessary information is available to facilitate insurance pay clients and provide the needed information and contracts to the clinical staff prior to entry into the program.
- Arrange self-pay client's contracts prior to entry. When the client enters the program provide the needed information to the office and clinical staff.
- Track census and monitor all beds for both state funded beds and the private sector to maintain the proper ratio of beds available.
- Provide daily information to staff during the staff meeting each morning to coordinate placements.
- Work closely with the billing department and individual counselors to assure billings and private payments are completed as the contract agrees.
- Be proficient and able to complete the intake process on the EMR "Dr. Cloud".
- Other duties as assigned by the program director.

Language: Bi-Lingual Spanish/English Required

Minimum Requirements:

Have knowledge, skills and abilities demonstrating competence in the following essential job functions:

- Have the ability to work independently and also have the skills to be a team player.
- Must have the ability to get along with co-workers
- Possess the ability to meet and network with all community resources in order to provide the best customer service.
- Use customer service skills with the clients or family members seeking help from our program.
- Understand the financial and budget requirements to maintain a balanced approach to the census requirements of the milieu.
- For individuals recovering from the disease of alcoholism and/or from other drug addiction, have maintained continuous sobriety for the immediate past two years at the time of hire.
- Must have a current and valid driver's license.

Tool and Equipment Used:

Computer for word processing, database and internet if needed. Fax machine, scanner, copy machine, telephone, projector, word, excel, and outlook.

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel, or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust and focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in the county of employment.

To Apply:

Please complete an application using the link below along with a cover letter, resume, personal email address for communications and contact information for three supervisory references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)