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Intake Specialist

Job purpose

The Intake Specialist is the liaison between the Resource Home Program and the Department of Human Services (DHS). The Intake Specialist is responsible for receiving DHS referrals and matching and assigning the children and youth the appropriate resource homes.

Duties and responsibilities

- Keep log of all incoming Placement referrals from DHS:
 - Request placement referral from source of placement
 - Maintain date of placement and location of placement
- Create documents of Intake:
 - Create Pradera's Intake form for internal information and child's case file
 - Place a copy of child's Intake form in the Resource parent's file
 - Submit copy of child's Intake form for Emergency voucher, if applicable
- Create documents of Service Authorization:
 - Create "service authorization" forms for new Intakes
 - Deliver "service authorization" forms to the appropriate billing Department, and Program Supervisor, for child's placement in time notifications and on time subsidy payment
 - Create "service authorization" on cases "flipped" to CUA's
- Prepare new case file for case management assignment:
 - Prepare child's file with appropriate referral documentation and intake/medical and any other available information
- Submit documentation to DHS for changes/notifications:
 - Submit "request for change" form within 20 days from placement in resource home to remove child from emergency placement
 - Submit "request for discharge of service" to notify of closed cases
- Responsible for answering incoming emergency calls after working hours, must carry emergency phone
- Consult with Intake Coordinator and Program Supervisors in planning for the placement of a child into a home resource
- Provide quality, accurate and timely documentation and reporting