



Liberty House Job Announcement

Intake Coordinator/Family Support Specialist

Full-time - 40 hours

Starting at \$50,000 per year

Excellent Benefit Package

About Liberty House

Liberty House is a child advocacy center; a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief. Our successes lead to vital positive social change and we are looking for a highly organized, energetic, and passionate person to join our team. Visit www.libertyhousecenter.org to learn more about Liberty House.

Intake Coordinator/Family Support Specialist

As a member of the Clinical Team, the Intake Coordinator/Family Support Specialist screens patients referred to Liberty House, works closely with the clinical team to determine services needed, schedules appointments, and provides emotional support and education for caregivers who bring children to Liberty House. The ability to assist Spanish-speaking patients and their families in communicating with Liberty House staff is a priority.

Primary Duties

Intake Coordination:

- Triage incoming calls from agencies, medical providers, parents and other parties; respond to walk-in families as needed.
- Collect relevant intake information from referral sources.
- Using the electronic health records system (EHR – NextGen) initiate a new entry and Patient Information Form (PIF) or add to an existing medical record, as appropriate, documenting accurately all information and contacts relating to the referral.
- Contact DHS-CPS and law enforcement agencies to coordinate assessments and make necessary reports.
- Gather agency reports, medical records and other relevant case information.
- Identify requested services and potential needs; staff referrals with staffing medical provider, consulting interviewers as needed; coordinate assessment schedules; schedule assessments.
- Arrange interpreters as needed.
- Request and receive medical records from other providers and partner agencies.
- Request photos from medical and law enforcement. Download photos from secure messaging or photos received on CDs.
- Look up and print out medical records for providers from online services (Salem Hospital EPIC, OHSU, Kaiser Permanente, etc.)
- Write intake summaries and complete required intake documentation.
- Participate in team case staffings as appropriate.

- Communicate by telephone with families and medical facilities on behalf of the providers and interviewers as appropriate.
- Represent Liberty House at meetings of Multi-Disciplinary Team subgroups.
- Assist with appointment scheduling

Family Support:

- Meet child and caregiver early in their Liberty House appointment, following current procedure.
- Provide family support services in a culturally sensitive manner.
- Conduct family needs assessment focused on victimization and secondary issues.
- As needed, provide therapeutic crisis intervention/stabilization for family and child.
- As needed, assist caregivers in formulating a safety plan.
- Provide education regarding abuse dynamics and clarification of victim and perpetrator roles, and how to support child toward healing when appropriate.
- Provide information and support regarding criminal justice and child protection systems.
- Identify and coordinate needed trainings and peer review topics.
- Research and create resources as needed.
- Offer the opportunity to provide feedback via a Patient Feedback Form
- Assist team in discharge planning, including coordinating follow-up services or referrals as needed.

Qualifications:

Education, Licensure and Experience:

- A Bachelor's Degree in social work, counseling, psychology, sociology, child development or related field (*required*) and
- A Master's Degree in social services or social work; including coursework related to childhood trauma (*preferred*).

Licensure/Certification:

- Licensed Clinical Social Worker (LCSW) or Clinical Social Worker Associate (CSWA) working toward licensure or Licensed Professional Counselor (LPC) or LPC-Intern actively working toward licensure, *preferred*. Alternatively,
- Registered Nurse (RN) or Licensed Practical Nurse (LPN) with required education, above

Experience:

- Five or more years' experience working with at risk, abused or neglected children.

Liberty House may consider applicants who have an acceptable combination of Education, Licensure/Certification, and Experience.

- Candidate must be able to read and write English. Ability to converse and write in Spanish is preferred.
- Ability and willingness to work cooperatively as a team member with Liberty House staff, Board members and representatives from partnering agencies.
- Pass a criminal background, a sex offender registration, and child abuse registry check.
- Demonstrated commitment to the Liberty House mission.

To Apply:

Please email a **cover letter, application and resume** to: HR@libertyhousecenter.org

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled; priority reviews begin August 20, 2021.

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.