

**NORTH CENTRAL BEHAVIORAL HEALTH SYSTEMS, INC.**

**INTERNAL POSTING**

**POSITION:** Behavioral Health Intake Assessor  
**DEPARTMENT:** Outpatient Services  
**LOCATION:** LaSalle  
**HOURS:** Full Time (M-F 8:30 am to 5:00 pm) with on-call rotation  
**START DATE:** Immediately

**Position Summary:**

Performs comprehensive clinical intake assessment in accordance with Rule 132 and 2060 standards, EBP functional assessment tools as defined by Rule and agency standards. Assumes a schedule of intakes, will recommend a diagnosis and initial treatment plan for LPHA approval clients entering NCBHS treatment system. Works with members of a treatment team and program. Acts as secondary MCR Daytime Crisis Responder on an as needed basis.

This position requires after-hours rotation (5 PM-8:30 AM) taking one weekday shift approximately every other week, one weekend rotation every 6<sup>th</sup> week and 2 holidays per year. Employee payment for the after-hours work is facilitated through a special rate structure which is in addition to the position salary.

**Qualifications:**

Bachelor's Degree in a social services/mental health field.  
Meets requirements as a Mental Health Professional (MHP) based on DMH Rule 132

**Knowledge/Skills/Experiences:**

- \* Belief in the ability of clients to recover from behavioral health disorders.
- \* Knowledge of professional methods and techniques of mental health, addictions and dual diagnosis assessment and treatment.
- \* Knowledge of various mental health, addictions and related illnesses methods of treatment.
- \* Knowledge of proper interviewing and assessment techniques.
- \* Ability to diagnose mental health, addictions and related illnesses, develop and implement treatment plans.

- \* Demonstrates analytical ability.
- \* Provides services in accordance with Rule 132, Rule 2060.
- \* Requires the ability work autonomously and seek supervision with high risk clients.
- \* Knowledge of child development issues.
- \* Knowledge and application of professional therapeutic relationship principles.
- \* Knowledge of professional methods and techniques of individual, brief, group, family counseling.
- \* Ability to assess, form a safety plan and initiate interventions in crisis situations.
- \* Ability to administer EB standardized assessments as required by Rule and agency standards.
- \* Demonstrates the ability to work collaboratively and across the service system.
- \* Works to meet agency defined compliance benchmarks.
- \* Demonstrates good problem solving skills, routinely utilizing agency policy/procedures as a resource.
- \* Ability to make professional and clinical decisions within area of responsibility.
- \* Recognizes and is sensitive to cultural and ethnic differences.
- \* Ability to establish good rapport with clients and families.
- \* Ability to work under supervision and follow instructions.
- \* Ability to work cooperatively with others.
- \* Ability to communicate clearly both verbally and in writing.
- \* Ability to adapt to change in work or client assignment.
- \* Ability to demonstrate skill in crisis intervention situations.
- \* Ability to establish and maintain effective relationships with clients, other employees, and the public.

- \* Must be familiar with computers and have keyboarding skills.
- \* Demonstrates accountability for meeting various deadlines related to the position and the specific contract expectations.
- \* Provides intake and crisis services, develops treatment plans and participates in evaluation of treatment methods and procedures.
- \* Prepares and maintains necessary client records in accordance with agency policies/procedures.
- \* Participates in the Quality Management activities of the agency.
- \* Insures that defined individual rights and responsibilities of clients, their families, visitors, and co-workers are honored.
- \* Supports and implements the agency organizational and clinical policies and procedures.
- \* Participates in regular agency staffings, clinical supervision, and training as determined.

The above statements reflect the general duties considered to describe the principal functions of the position identified, and shall not be considered as detailed description of all the work requirements that may be inherent in the position.

**Essential Job Functions:**

The major responsibilities preceded with asterisks are considered essential job functions.

**If you are interested in this position, please send application/resume to: [hr@ncbhs.org](mailto:hr@ncbhs.org) or mail to NCBHS, PO Box 1488, LaSalle, IL 61301.**