



JOB ANNOUNCEMENT – INTAKE/REFERRAL SPECIALIST EARLY CHILDHOOD INTRVENTION

The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. We've been serving children with special needs since 1948 and we love what we do and why we do it! Join us in our mission and make the journey with the precious children we serve.

Job Type: Full Time/Hourly

Wage: \$12.60/hr - \$16.66/hr DOE

Summary/Objective - Our ECI department is in immediate need of a full-time, organized and dedicated Intake/Referral Specialist to join our team. Our clients are children between the ages of birth to three years of age, who require flexible scheduling and exceptional follow-through. If you take a meticulous approach to your tasks, we're interested in hearing from you. This position involves constant communication with parents, physician offices and sometimes CPS and other agencies over the phone and sometimes in person.

General Duties:

- Makes initial contact with referred families and provides information regarding services provided by ECI and explains the process prior to the initial evaluation
- Enters new referrals in EMR and assigns initial Service Coordinator/Intake Staff
- Schedules initial appointments for SC/intake staff
- Documents in EMR all attempts made to contact clients
- Closes new referrals as needed in EMR and state tracking system (T-Kids)
- Sends letter to referral sources for children not enrolled or loss to follow up
- Other project related duties as assigned

Required Education & Experience

- High school diploma/GED
- Exceptional customer service skills
- Advanced communication and organizational skills
- Required to speak, read and write in Spanish

Preferred Education & Experience

- Electronic Medical Record (EMR) experience
- Basic knowledge of health care terminology
- Knowledge of private insurance and Medicaid guidelines

Other Duties - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment - Work is performed in an office/desk setting.

PdN Children's sets high standards of personal conduct and reliability; employee will be rated on their ability to meet these standards. Must be able to work effectively with coworkers, clients, and collateral parties in a cooperative manner. Must be able to work effectively using a client-centered model.

Essential Functions - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit application (<http://pdnchildrens.org/career-opportunities/>) and proof of education to admin@pdnchildrens.org