Allegheny Children’s Initiative, a subsidiary of Partners For Quality Inc., is a non-profit organization that provides mental and behavioral health community-based services to children, adolescents and families throughout Allegheny County. Based in Pittsburgh’s South Side, we provide Intensive Behavioral Health Services, Service Coordination, Student Assistance, Parent-Child Interaction Therapy, and Family Based Mental Health programs. ACI has earned certification from the Council On Accreditation.

The **Intake Services Coordinator** is responsible for coordinating intake functions for all programs. Duties include, but are not limited to:

- Explain the general nature, goals, and policies of ACI services and programs to callers. The Intake Services Coordinator will have an operational awareness of all program rules, policies, and procedures and be able to educate callers about them as necessary
- Assist callers to identify, link, access, and coordinate resources outside of what ACI provides if necessary
- Ensure completion of the required intake paperwork
- Work closely with Program Directors to communicate about program capacities and referral information
- Provide supportive listening and guidance in problem solving to consumers, their families, and other professionals
- Coordinate and attend marketing events and community outreach for ACI programs
- Ensure electronic health record is maintained with all information obtained from referral form, as well as any updated information
- Verify all open consumers insurance daily using EVS
- Create and maintain consumer profiles in the County CIPS database
- Update service authorizations from MCO, County and MA for all programs in EHR
- Maintain strict compliance with all ACI Personnel and Departmental Policies and Procedures, State Regulations, MCO requirements and COA Standards

**QUALIFICATIONS**

1. Bachelor’s degree in Psychology, Social Work or other Human Services field from an accredited college or university;
2. Minimum of two years experience; preferably in the areas of child/adolescent and family mental health services;
3. Excellent communication and computer skills
4. Valid Driver’s License
5. Use of personal vehicle required
6. Act 33 / 34 and FBI clearances required

**SALARY / WAGES**

*Please submit wage requirements with resume and / or online application*

**CASH INCENTIVES**

Employees have the opportunity to earn additional money through various incentive programs:

- **$1,000 Employee Referral** (for successfully referring someone to employment)

**BENEFITS**

Full Time employees enjoy a comprehensive benefits package:
• Health, Dental and Vision Insurances (United Healthcare)
  o $1,200 cash payout option in lieu of Health Insurance coverage
• Healthcare Flexible Spending Account
• Dependent Care Flexible Spending Account
• 16 to 26 Paid Days Off / year
• 48 Paid Sick hours / Year
• 7 Paid Holidays
• Short Term Disability
• Life Insurance
• Supplemental Insurance (AFLAC)
• Optional 401(k) with Employer match

WORK PERKS!
• Free parking
• Mileage reimbursement
• Employee Activities, Rewards and Recognition Programs
• Cell Phone discount (Verizon)
• Comprehensive Employee Assistance Program

APPLY TO THIS POSITION
Interested applicants can choose to apply in any of the following ways:
✓ Complete an employment application online
✓ Email resumes: Careers@PFQ.org
✓ Fax resumes: 412-446-0749
✓ Drop off resumes or apply in person: Partners For Quality, 250 Clever Road, McKees Rocks, PA 15136
If you need any assistance or require an accommodation to apply please contact us at 412-446-0700.

www.PFQ.org
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Partners For Quality and its family of agencies are an equal opportunity employer
EOE