

Date Posted: 2/25/11

University of Houston
Graduate College of Social Work

JOB OPPORTUNITY POSTING

Job Title: Admissions Manager

Employer/ Agency: Odyssey House Texas

JOB SUMMARY:

Responsible for marketing program to constituents including but not limited to county probation departments, other adolescent facilities, insurance companies, and targeted local businesses for referrals. Responsible for screening potential clients for admission into the program.

Job Description: Knowledge of and ability to implement:

- Manage outreach efforts in surrounding communities to expand referral sources and maintain target population. This will include travel throughout the geographic region.
- Cultivate positive relationships with new and existing contacts through scheduled meetings and events.
- Administer assessments/interviews for substance abuse/dependence and mental health issues to provide diagnosis and make appropriate referrals.
- Manage admissions process, including all required documentation, for adolescents appropriate for intensive residential care, including educational component, family involvement and orientation of new admissions.
- Provide crisis intervention for families seeking counseling and direction relating to their adolescent children.
- Consult with parents, school counselors, psychologists, therapists, probation officers and other professionals regarding adolescent addiction.
- Participate in surveys and implement guidelines according to the Department of State Health Services, Odyssey House program, Cenikor philosophy and structure as it relates to a therapeutic community.
- Maintain strict confidentiality on all client and foundation matters and refer questionable issues to your supervisor.
- Perform additional duties as requested by the Facility Director/Senior Vice-President.

Qualifications:

- LCDC required
- Minimum – 1 year experience with co-occurring disorders
- Minimum – 1 year direct care with chemically dependent adolescents and/or families

- Minimum – 1 year experience in referral development
- Minimum – 1 year experience in intake and assessment
- Prefer SASSI certification
- Prefer COPSD training
- Prefer Therapeutic Community experience

Salary/Hours: Full-Time, Salary Commensurate with Experience

Employer/ Agency: Odyssey House Texas, Inc.
Address: 5629 Grapevine
City, State, Zip: Houston, TX 77085

Contact Person: Lisa Ottemiller, LCSW, ACSW
Contact Title: Facility Director

Telephone: 713/726-0922 ext 110
Fax: 713/726-0988
Email: lisao@cenikor.org

Application Method: e-mail

Opening Date: February 23, 2011

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you