

Date Posted: 04/29/13

Job Opportunity Posting

Job Title:	Admissions Coordinator
Employer/ Agency:	The Women's Home
Job Description:	<p>The Admissions Coordinator is responsible for coordinating all aspects of the admissions process. This includes conducting telephone and in-person assessments, making determinations regarding admissions, and developing strong relationships with community resources in order to increase agency visibility and referrals. The Admissions Coordinator will also carry a small clinical caseload of individual and group therapy.</p>
Qualifications:	<p>Master's degree in social work or related field. Two to five years of experience. License/certification in appropriate field. Knowledge of DSM IV-R psychiatric diagnostic and treatment nomenclature. Knowledge of criteria for preadmission screening including severity and intensity of illness. Knowledge of psychiatric evaluation process and medical clearance criteria Knowledge of community resources. Experience in psychosocial assessments. Good written and verbal communication skills. Strong computer Skills. Comfortable with electronic data management. Some knowledge of marketing/public relations preferred. Ability to work as a team member.</p>
Salary/Hours:	DOE
Employer/Agency:	The Women's Home
Address:	607 Westheimer
City, State, Zip:	Houston, TX 77006
Application Method:	Resumes should be sent to Mike Shirl at mshirl@thewomenshome.org
Opening Date:	Immediately

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