

CWTC
Job Description

Our Central Illinois organization provides programs and services to adults with disabilities; enriching their quality of life, promoting social change, and optimizing their potential for independence.

POSITION TITLE: Intake Coordinator
REVISION DATE: January 2019
REVIEW DATE: One year
REPORTS TO: Administrator of Vocational Services
PROVIDES SUPERVISION TO: No Supervisory Duties

GENERAL EXPECTATIONS: The Intake Coordinator is responsible for processing referrals for vocational services and insuring proper consumer file development.

Responsibilities are to be carried out in accordance with CWTC's mission, policies, and in a manner that supports individuals with disabilities. All employees are required to attend mandated training sessions.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent
2. Experience with developmentally disabled and mentally ill preferred

ESSENTIAL DUTIES:

1. Process referrals for vocational intake, insuring that all documentation by the referring agency has been received
2. Develop new and terminated consumer files and maintain file room according to policies and procedures
3. Present referrals and discharges to CWTC Vocational Intake and Discharge Committee
4. Arrange initial meeting with referring agency and consumer for individuals approved for vocational services
5. Give tours to potential consumer and family members
6. Develop and maintain vocational waiting lists for CWTC vocational programs
7. Assist with vocational training activities as needed

OTHER DUTIES:

1. Supervise filing of status changes and complete monthly analysis reports
2. Respond to requests for releases of information and inquiries regarding vocational services
3. Complete reports monthly and every six months documenting all consumers going through the intake and discharge process.
4. Perform other tasks, not inconsistent with qualifications or regular duties as assigned

WORKING CONDITIONS:

RELATED CONDITION: All employees are responsible for reporting any information, however acquired, pertaining to possible abuse or neglect of consumers to the immediate supervisor, Director of Quality Improvement, the Safety Director, or the Executive Director.

SAFETY AND ACCIDENT PREVENTION: Employees must follow all safety policies and use necessary protective equipment when applicable. Employees are responsible for reporting safety hazards and/or accidents to their supervisors immediately.