

Evolve is seeking a dedicated and compassionate Intake Assessment Specialist to join our Admissions Department. The Intake Assessment Specialist plays a crucial role in the initial phase of client engagement, conducting comprehensive assessments to determine the most suitable treatment options for individuals seeking help with substance abuse issues. The successful candidate will have a deep understanding of substance abuse disorders, excellent communication skills, and the ability to connect with individuals in a supportive and non-judgmental manner.

Key Responsibilities:

1. Conduct Intake Assessments:

- Perform thorough assessments of individuals seeking admission to the treatment program.
- Gather relevant information, including medical history, substance use history, mental health status, and other pertinent factors.
- Utilize standardized assessment tools to evaluate the severity of substance abuse and co-occurring disorders.

2. Client Engagement:

- Establish a rapport with clients to create a trusting and open environment.
- Provide information about treatment options, program structure, and expectations.
- Address client questions and concerns, demonstrating empathy and understanding.

3. Collaboration with Treatment Team:

- Communicate assessment findings to the treatment team to facilitate the development of individualized treatment plans.
- Collaborate with medical and clinical staff to ensure a holistic understanding of each client's needs.

4. Documentation:

- Accurately document assessment findings, treatment recommendations, and any relevant information in client records.
- Ensure compliance with confidentiality and regulatory requirements.

5. Admission Coordination:

- Coordinate the admission process, including verifying insurance information and obtaining necessary authorizations.
- Work closely with the administrative team to facilitate a smooth transition for clients entering the treatment program.