

Erikson Institute

Center for Children and Families – Intake Worker Federal Work Study (1 position available)

The Erikson Institute's Center for Children and Families connects families with experienced early childhood mental health specialists who are dedicated to helping caregivers better understand their child's struggles. Our team of psychologists, social workers, developmental and behavioral pediatricians, occupational therapists, speech and language pathologists, and other licensed mental health professionals offer emotional and behavioral treatment options. Our team provides parent support, parent-child therapy, family therapy and neurodevelopmental evaluations as well as consultation and early intervention medical diagnostics to children birth to 8 years old.

Roles & Responsibilities:

Provides support to our intake team at least 2 days a week, which includes:

- Checking the intake line and log all voicemails and incoming calls
- Returning calls and providing information about clinic services
- Returning calls and gathering intake information when appropriate
- Ask a series of questions to gather information regarding the families needs, demographics, and insurance.
- Enter information into TherapyNotes database
- Follow policies and procedures related to intake, including completing insurance verification form, sending intake emails and logging intake on case assignment sheet
- Provide appropriate referrals when necessary
- Consult with intake coordinator
- Other intake or administrative duties as assigned

Qualifications:

- Proficiency in use of Microsoft Office Suite and Excel, including OneDrive cloud storage
- Ability to interact with potential clients in a professional manner
- Ability to meet assigned deadlines
- Accuracy and attention to detail
- Ability to work independently
- Some customer service or intake experience, a plus
- 4 year undergraduate degree minimum
- Must be a matriculated student or current active student in good standing

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About Erikson Institute

We are the premier early childhood development organization committed to ensuring that all children have equitable opportunities to realize their potential.

Erikson Institute's graduate school uniquely prepares child development, education, and social work leaders to improve the lives of young children and their families. Our impact and influence are further amplified through our innovative academic programs, applied research, direct services in the community, and advocacy and policy and leadership.

Erikson Institute is an equal opportunity employer. We consider all applicants for employment without regard to race, color, religion, national or ethnic origin, gender, gender identity, gender expression, sexual orientation, marital status, age, disability, veteran status, or any other classes protected by federal, state, or local laws. In addition, Erikson Institute provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws (including during the application or hiring process).

To learn more, please visit our web site at www.erikson.edu

To Apply:

Please email a cover letter and resume to:

Sara Anderson

Associate Director

~~Sara Anderson~~ Erikson Institute

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