



Comprehensive Behavioral Health Center of St. Clair County, Inc.

Coordinated Intake Worker (Full Time)

To provide a single point of entry for access, assessment and referral in a local area to family support services. The candidate must be able to gather a brief screening from the family regarding their needs and strengths as well as the information necessary for referral. Must have the ability to refer the family to the most appropriate support service based on their needs and the availability and requirements of the service.

Required Skills

A Bachelor's Degree,

Minimum of 2 years' experience in social service field

Proficiency in Microsoft Office, Word and Excel

Excellent problem solving skills

Good oral and writing skills

Must have car and insurance

Starting Salary \$28,883

SEND COVER LETTER AND RESUME TO:

The Center

Attn: Human Resources

505 South 8th Street – East St Louis, IL 62201

Fax: (618) 482-7345

E-mail: humanresources@cbhc1.org