



INTAKE CLINICIAN

Epiphany Center, a non-profit in San Francisco, provides client-centered care to a diverse population of children, women, and families who are the most vulnerable in our society. Our purpose is to strengthen family life and to enhance the physical, social-emotional, intellectual and spiritual growth of each person in our care.

POSITION OVERVIEW

The Intake Clinician is responsible for the implementation of the treatment plan and coordination of all services and referrals provided to clients.

REQUIRED EDUCATION, CREDENTIALS & LICENSURE

- MFTI registered with BBS with 2 years of clinical experience or MSW /ASW or LCSW.
- Ability to learn Avatar or be proficient on Avatar.
- Possess valid CA Driver's License and good driving record.

QUALIFICATIONS

- Have effective communication and organizational skills.
- Ability to work well within a multi-disciplinary team.
- Ability to perform effectively and professionally under pressure.
- Proficient in Microsoft Word & Excel.

RESPONSIBILITIES

- With the multi-disciplinary team coordinates treatment plan implementation within the various Program components.
- Completes case documentation in a timely manner.
- Enters client data accurately into computer system as required for City contractors.
- Provides brief counseling for clients as needed.
- Functions as the Epiphany Center liaison with the Department of Social Services workers, Public Health, and other community agencies.
- Makes referrals to other agencies and services as determined by the treatment plan.
- Facilitates recovery groups.
- Manages all situations regarding clients and responds promptly to client needs.
- Maintains client confidentiality in all circumstances as required by professional ethics and legal requirements.
- Attends all mandatory meetings and training.

BENEFITS

Epiphany Center provides an excellent benefits package for regular full and part time employees including employee health, dental, vision, 100% employer-paid life insurance, 401K retirement plan, Aflac voluntary plans, Employee Assistance Program, paid vacation, paid holidays and sick time.

APPLICATION PROCESS

To apply for this position, please submit your resume with a cover letter.