
Employment Posting

Position: **Intake Coordinator**
Direct Supervisor: Clinical Director
Status: Full-time, non-exempt, benefits
Hours: 40/ week inc. two weekday evenings; participates in on-call rotation
Location: Ann Arbor

Application Instructions: Send cover letter and resume to joinus@ozonehouse.org. (No calls.)
Indicate "Intake Coordinator" in the subject line.
Applications reviewed as received with final deadline of November 17, 2017 at 5pm.

Required Position Qualifications

- Master's degree in Social Work with licensure in the State of Michigan
- At least 1-year of experience providing assessment or counseling services to youth/ young adults
- Ability to effectively engage youth with diverse identities, including intersecting identities of race, ethnicity, socioeconomic background and sexual orientation/ gender identity and expression.
- Ability to effectively manage crisis situations
- Experience facilitating groups and knowledge of group dynamics
- Effective written and oral communication skills as well as organizational skills
- Facility with word processing, information management systems and web navigation
- Flexibility in work schedule including some weekday evening availability
- Valid Michigan driver's license, current insurance and access to reliable transportation

Employment Qualifications

Ability and desire to work well independently and as part of a team. Prior success working closely and building relationships with diverse groups of people. Demonstrate a high level of personal and professional integrity and trustworthiness. Possess a strong work ethic, ability to take initiative, and require minimal direction to "get the job done". Emotionally mature with a sense of humor to maintain balance. Demonstrate passion for Ozone House's mission and an environment that promotes best practices, social justice and creativity.

Overview of Position:

The Intake Coordinator is responsible to provide and coordinate crisis intervention and initial assessments for youth and families interested in Ozone House services. This position also provides on-going therapy and case management services to homeless and runaway youth and their families participating in both residential and non-residential programs. In addition, the Intake Coordinator ensures responsive and effective crisis services (hotline, texting and chatting) by supervising and supporting crisis counselors.

Ozone House is an Affirmative Action employer. We strongly encourage the following groups to apply: people of color, individuals who have experienced poverty or economic hardship, people who identify as LGBTQ and men.