

Admissions and Intake Substance Use Disorder Program

New Hope Manor, Inc.

Barryville, NY 12719

Full time

Qualifications:

High School or equivalent (preferred)

Experience in substance use disorder (SUD) field a plus

Full Job Description:

Leading Substance Use Disorder treatment provider, New Hope Manor, is seeking an Admissions and Intake Assistant to join our dedicated team. New Hope Manor provides services for up to 53 women. Our Mother/Infant program provides a unique opportunity for women to have their young children on site with them. Our dynamic Interdisciplinary team works together providing, individualized, person centered care treatment for the women we serve.

COVID guidelines are strictly adhered to, safety measures are in place. We are serving a reduced capacity during the pandemic and provide PPE to all employees and women in treatment.

Responsibilities of our Admissions and Intake include:

- Completing phone screens, requesting documentation for potential clients with follow up to admission or referral
- Facilitate admission on day of arrival, including paperwork, allotment, drug screening
- Outreach and relationship development with referral sources, drug courts, probation, other treatment facilities
- Coordinating with Admissions/Intake Director to ensure census requirements are met

Schedule and hours:

Monday- Friday 9:30 a – 5:30 p

We have an excellent benefit package:

- 403(B) with annual employer contributions
- Traditional pension plan through the Archdiocese of NY; employer pays full contribution
- Life insurance; employer pays full premium
- Health insurance; employer pays generous portion of premium
- Group Dental and Vision plans
- Health Savings Account
- Employee Assistance Program
- Parental Leave
- Generous Paid Time off package (four personal days, eight sick days, eight holidays, two week's vacation annually) Vacation time increases with years of service

EOE:

New Hope Manor is an equal opportunity employer that is committed to diversity and inclusion in the workplace.

Website:

www.newhopemanor.org

Call Jessica Hickey, Human Resources Manager at 845-557-8353 ext. 349 or email resume to jhickey@newhopemanor.org