



**Job Title:** Contract Intake Coordinator  
**Reports to:** Program Director

**Hours/Exempt:** Up to 15-20 hrs/week  
Hourly pay rate based on experience

**Education/Certifications/Experience:**

- Master's degree in Counseling, Psychology, Social Work or related field from an accredited program required
- LPC, LPC Associate, LCSW
- 2 to 5 years experience leading support groups preferred
- Experience working with children and adults in a group-setting, supervising volunteers and providing constructive feedback to others.
- Experience providing crisis intervention to at-risk populations, risk-assessment, suicide and self-harm assessment and interventions, reporting child abuse to authorities, working with diverse groups of individuals.

**Requirements/Skills:**

- Knowledge and experience with death, dying and loss
- Flexible, adaptable style
- Maintain confidentiality and follow all WARM Place policies and procedures.
- Must possess excellent interpersonal communication and relationship skills for working with clients, volunteers, and staff
- Excellent organizational and time management skills
- Self-starter with ability to manage multiple tasks simultaneously; ability to work as a team
- Experience working in Microsoft Word, Outlook, and Excel
- Some evenings and weekends required

**Responsibilities:**

- Conduct intake interviews (4-5/week) with families to determine their suitability for The WARM Place program
- Provide professional referrals to clients as needed
- Assist in responding to family inquires, phone consultations, scheduling intake interviews
- Other responsibilities as assigned by the Program Director

**To Apply**

Interested persons should email cover letter, resume to: [Dana@thewarmplace.org](mailto:Dana@thewarmplace.org)

**Due to the volume of responses, only qualified parties will be contacted. No phone calls, please.**

*This job description is not intended to represent an exhaustive list of responsibilities and duties. It is not an employment contract. Employment at The WARM Place is at-will. Administration reserves the right to alter the job description at any time.*

**Updated November 2023**