



Inspiring Children & Families to Move Forward

Job Opening: Mental Health Intake Coordinator

HopeSpoke is seeking an energetic person with great customer service skills to serve as our Intake Coordinator to work full time Monday through Friday (involving some evening hours) in our Out-patient Therapy Program (OP). This position is critical to our mission and is the first point of contact for those seeking outpatient mental health services. They will respond to intake calls, scheduling appointments, mail out intake packets and paperwork, produce and send out letters to clients related to attendance and scheduling, manage the waitlist for the OP program, work collaboratively with all staff to ensure clients are assigned in a timely and appropriate manner, enter data, create a weekly report related to the OP waitlist, participate in community meetings as a representative of HopeSpoke, and other duties as assigned.

Experience working with people both over the phone and in person, ability to respond appropriately in crisis situations, excellent communication and people skills, good organization skills, ability to be detail oriented and efficient with time management a plus. High school diploma or equivalent required; Bachelor's degree in Social Work or similar field preferred.

To apply:

Mail resume and cover letter to
HopeSpoke
Attn: Wendi Anderson, LIMHP
2444 O Street
Lincoln, NE 68510

Or email resume and cover letter to: wanderson@hopespoke.org.

Contact Human Resources at 402.475.7666 with questions.

HopeSpoke is an Equal Opportunity Employer.