

THE CHILDREN'S HOME OF KINGSTON

The Children's Home of Kingston is a residential treatment center for emotionally and behaviorally at-risk adolescent boys. To this end, our program combines a positive peer culture, caring staff, careful medical treatment, individualized clinical care and education, and numerous activities including our unique therapeutic recreation program. The peer culture uses the power of positive peer influence to address behavioral problems. Because many of the students who come to us have experienced significant trauma, our treatment team is specially trained to address these issues within our safe, structured, and nurturing environment. An emphasis on family therapy fosters successful reunification with families.

ADMISSIONS COORDINATOR

DUTIES AND RESPONSIBILITIES:

- Obtain referral packets for residential and day students
- Generate and maintain referral list
- Review referral packet and gather relevant information
- Distribute day student referral packet to school administration
- Schedule and invite agency representatives and parents/guardians to bring child for interview
- Conduct intake interview and tour of cottages (residential only) and school
- Provide appropriate consents packet to agency representatives or parent/guardian
- Send acceptance / denial letter based on input from school and/or clinical staff
- Communicate with referral source for additional information, as needed
- Communicate with parents to answer any questions, concerns, etc.
- Ensure consent forms are signed and received prior to or at admission
- Schedule pre-admission meeting with appropriate staff; complete protective/risk factors evaluation
- Alert staff to admission date and provide relevant information
- Conduct admission meeting and check for completeness of packet
- Photograph child and distribute to appropriate departments
- Copy and distribute admission packets to appropriate departments
- Complete monthly admissions reports
- Conduct off-campus information sessions for referral sources
- Other duties as assigned

Standards of Performance:

- Job knowledge / skills
- Productivity / Dependability
- Interpersonal relationships
- Initiative
- Time Management
- Problem solving / decision making
- Self-development

Horizontal and Outside Relationships:

- Referring Agencies (DSS, school districts, Probation, etc.)
- Youth / Families
- All facility staff

QUALIFICATIONS:

BA or BS in social work or related human services field; at least 1 year full time experience in the delivery of human services.

Knowledge of NYS CONNECTIONS system highly desirable.

Strong professional and personal boundaries required.

Energetic, self-motivated, maintains professionalism and confidentiality. Individual judgment, discretion and decision making skills.

Job Type: Full-time

Experience:

- Social Work/Admissions: 1 year (Required)

Education:

- Bachelor's degree (Required)

The Children's Home of Kingston offers the following benefits for its full time employees:

- Low Cost Medical
- Low Cost Dental
- Low Cost Vision
- Long Term Disability
- Life Insurance
- Pension Plan (Defined Contribution)
- Employee Assistance Program
- Generous Paid Time Off (PTO) policy
- Responsive management
- Promotional opportunities
- Free training and developmental opportunities
- Tuition reimbursement and Interest Free Loans
- Free Meals