

## Peer Assistance Services, Inc.

The mission of Peer Assistance Services, Inc., a community-based, non-profit organization, is to provide quality accessible prevention and intervention services in workplaces and communities focusing on substance abuse and related issues. At the heart of Peer Assistance Services are the principles of integrity, respect, compassion, perseverance, and vision. These characteristics are central to the organization's ability to fulfill its mission. Each person, be it staff, management or board operates from these values for success of Peer Assistance Services.

Infused with the energy, passion and experience to sustain and move the organization forward, staff will have their finger on the pulse of the agency and the community. The ability to effectively partner and build relationships with staff, clients, and community partners will provide a platform for ensuring the success of PAS and assist in the entrepreneurial efforts necessary to continue the organization's sustainability.

<b>Job Title: TASC Intake Coordinator</b>			
<b>Program (s)</b> Colorado TASC	<b>FLSA Status</b> Salary Exempt	<b>Hours</b> Monday – Friday 8:00a.m. – 6:30p.m. Occasional nights & weekends; hours subject to change	<b>Date of Last Revision</b> October 10, 2011
<b>Male Candidates Only:</b> <b>This position requires same gender matching for the observation/collection of urine specimens.</b>			

Colorado TASC (Treatment Accountability for Safer Communities) is a statewide program that provides comprehensive case management services to offenders on parole who have substance use or co-occurring disorders. The Colorado TASC program is comprised of four regional programs.

### Principle Duties & Responsibilities:

- 1 Staff the front desk/reception area, greet visitors, and serve as the initial point of contact for clients.
2. Process client intakes, including completion of the Designated Record Set and all required data entry.
3. Conduct brief needs assessment. Issue vouchers as directed by Case Managers. Schedule client assessment with Case Manager. Employee is expected to exercise professional judgment in identifying clients' immediate needs and determining priorities for scheduling assessments.
4. Maintain client records on Monitored Sobriety Only/ UA Only clients. Review status of Monitored Sobriety Only / UA Only clients with case managers regularly. Employee is expected to report any change in a client's circumstance to the Case Manager.
5. Monitor specimen collection for drug testing. Oversee monitoring procedures including:
  - a. Completion of chain of custody forms
  - b. Fee collection
  - c. Observation of specimen collection
  - d. Data entry of test results
  - e. Filing of results
6. Observe antabuse (or alternate medication) by clients and complete required documentation.
7. Documentation of services by data entry in TASC Database and C-Wise. Additional documentation and data entry as assigned by the program director.
8. Prepare daily financial reconciliation and make regular bank deposits.
9. Provide administrative support in all offices within the region.

**Reports to:** TASC Program Director

**Direct Reports:** None

### Specific Job Skills:

- Understanding of substance use disorders. Supports the disease model of addiction.
- Ability to adhere to the values and mission of PAS
- Ability to effectively manage projects. Good problem-solving and analysis capabilities.
- Excellent decision-making and judgment. Must be detail oriented and possess organizational skills and accuracy. Prioritizes well and maintains appropriate sense of urgency.
- Excellent interpersonal, oral and written communication, organizational, analytical and presentation experience.

- Ability to communicate and work with clients, staff, treatment providers, and community partners in a positive manner. Ability to work independently as well as part of a team; demonstrate ability to relate to diverse groups
- Proficient with MS Office
- Recognizes legal obligation to confidentiality of program participants and records

**Competencies:**

*Communication:* Communicates well both verbally and in writing, creates accurate and punctual reports, shares information and ideas with others, has good listening skills.

*Decision Making/Judgment:* Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, and communicates decisions to others.

*Job Knowledge:* Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

*Quality:* Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.

**Education and/or Experience:**

2-year Degree or equivalent experience in Human/Behavioral Services, Criminal Justice, or related field preferred. Relevant knowledge of substance use disorders, as well as community resources, preferred. Must hold or be eligible to pursue a CAC II certification.

**Working Conditions:** Favorable office environment with some state-wide travel required. Periodic weekend hours required.

**Physical Requirements:** Position requires intermittent sitting, standing, and walking. Occasional lifting of up to 40 pounds. Good visual and auditory acuity required for client assessment and interaction. Manual dexterity required for data entry. Same gender matching required for observation of specimen collection.

**Disclaimer Statement:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required for employees assigned to this job.

**To apply please e-mail resume and cover letter to [hr@peerassist.org](mailto:hr@peerassist.org) (phone calls will not be accepted). Minorities are encouraged to apply. EOE.**