

Child and Youth Mental Health Intake Role

Specific Duties

- Asses and responds to requests for service by:
 - Providing crisis intervention, assessing risk, developing safety plans, and consulting with team members as required at the time of referral.
 - Conducting face-to-face assessments if the presenting problem is complex or difficult to assess by telephone.
 - Determining whether the identified problem is indicative of mental illness.
 - Referring to appropriate community resources if the problem warrants other services.
 - Presenting referrals for assignment at Team intake meetings.
 - Providing assigned therapists with sufficiently detailed information to allow them to begin more detailed assessment and treatment.
 - Updating community resources information and conveying changes to the CYMH team.
 - Managing the workload and requesting assistance from or priding assistance to other team members as required.
 - Provides case management and short-term treatment as required.
 - Consults on potential referrals with personnel from referring agencies.
 - Attends case management meetings on behalf of other team members as required.
- Keeps and maintains administrative records by:
 - Updating intake and referral records and providing administrative staff with the information required to maintain the client database.
 - Identifying trends in referrals to assist with program planning.