

**Job Description: Intake and Data Specialist**

**Reports To: Director of Operations**

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Hours/Location: 30 hours per week

Location is onsite at the Grand Haven office

## **Job Overview**

The Intake and Data Specialist will conduct client intake sessions as well as collect and analyze data for programs.

**Responsibilities and Duties**

The essential functions include, but are not limited to the following:

* Conduct client intake sessions and enter data into the client database.
* Maintain therapist portal and therapist portion of website.
* Manage therapist contact lists.
* Process and track referrals for School Outreach program and report on participation numbers
* Additional administrative responsibilities as requested

**Qualifications**

* Bachelor’s Degree in field of psychology or social work preferred.
* Experience in Salesforce or other CRM programs preferred
* Proficient in Microsoft Office suite
* Strong organization, oral and written communication skills
* Ability to work independently and manage multiple projects and deadlines
* Analytical skills with particular attention to detail

**Please email resume and cover letter to kim@mosaiccounseling.com**