



Northwest Community Corrections Center Job Description

INTAKE SPECIALIST

This position reports directly to the Operations Director. This is a professional exempt, unclassified position.

Job Duties

The duties for this position include but are not limited to:

- Conducts screening/interviewing of prospective residents.
- Actively recruits referrals from probation departments and the courts.
- Ensures completion of various intake and termination assessments.
- Prepares comprehensive admission reports.
- Performs public relations duties as assigned.
- Participates in treatment-related meetings.
- May facilitate or co-facilitate groups.
- Actively participates in any other assigned tasks.

Qualifications

- Associate's degree from an accredited College or University in criminal justice or a social science or related field.
- Ability to develop and maintain effective working relationships with the courts, community agencies, and the general public.
- Skills in oral and written communication, report writing ability.
- Prior experience in conducting interviews and screening potential referrals preferred.
- Experience in Microsoft Office Suite.
- Must have a valid driver's license and be insurable under facility policy.
- Must be able to be contacted via telephone.

2022. 6

NORTHWEST COMMUNITY CORRECTIONS CENTER
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