

Skyland Trail, located in Atlanta, is a nonprofit primary psychiatric residential treatment program for adults and adolescents. We treat adults ages 18 and older with mood, thought, or anxiety disorders and adolescents ages 14 to 17 with mood or anxiety disorders.

Though struggling with their mental illness, Skyland Trail patients have entered treatment voluntarily, and clients and their families are engaged in their treatment programs. Skyland Trail campuses include gardens, private patient rooms, and common rooms that provide a therapeutic, healing environment for clients, families, and staff.

A key philosophy at Skyland Trail is that we expect our clients to get better. We help clients define their own goals for their future, and we help them develop the skills needed to pursue those goals in healthy and effective ways.

Each employee, whether part of the clinical team or our administrative support team, plays an important role in our clients' path to recovery.

Skyland Trail respects and values individuals and their diverse histories, abilities, identities, and perspectives. We work to ensure all aspects of our organization reflect our commitment to diversity, inclusion, and cultural equity.

### **ADMISSIONS COUNSELOR POSITION**

Scope: Responsible for answering intake calls, providing excellent customer service, completing clinical assessments and conceptualizing of potential admitting clients. The Admissions Counselor triages phones calls, performs crisis counseling, family sessions, conducts psychosocial and other assessments. They also coordinate the admissions process. Must have strong organizational skills and be able to work in a fast paced environment.

Duties:

- Complete on-site, video, and or phone psychosocial assessments, including presenting issues, symptoms, treatment history, substance abuse assessment, family/social history
- Clinical conceptualizes of potential admissions, which includes Admissions Counselor's assessment of client, family questionnaire/ interview, and records. Conceptualization is presented to Admissions Team and Admitting Psychiatrist.
- Provide guidance to family and clients through the admissions process; phone calls, tours, and face to face consultation. Crisis counseling and family sessions, when needed
- Coordinate care with referral, sources including hospitals, psychiatrist, therapist and other mental health facilities
- Keep written account of all calls, referral sources, and clinical correspondence

- Gather all written documentation required on new clients prior to admission
- Collects and incorporates all pre-admission testing from clients and families into clients Skyland Trail record
- Keep a written record of all assessment, phone calls and admissions to our program via electronic medical records systems prior to admissions
- Complete admission paperwork with new admissions and their families
- Conduct initial preauthorization for clients whose treatment is covered by Managed Care Organizations (MCOs), as well as educate family/clients on insurance and financial responsibilities
- Complete Mini International Neuropsychiatric Interview (MINI), Columbia-Suicide Severity Rating (C-SSRS) and Montreal Cognitive Assessment (MoCA) on all new admissions
- Writes Psychosocial Assessment for all clients

This position should have sufficient preparedness in the following areas:

- Clinical Skills
- Crisis Management Skills
- Negotiation Skills
- Knowledge of emergency procedures for fire, disaster and unplanned incidents.
- Medical Records
- Computer skills

Qualifications:

This position should hold the following qualifications: Minimum of Masters in Psychology, Social Work, Psychiatric Nursing, Counseling or related field

Licensed or Licensed eligible preferred

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