



## **URBAN JUSTICE CENTER MENTAL HEALTH PROJECT INTAKE COORDINATOR**

The Urban Justice Center Mental Health Project (MHP) seeks a full-time Intake Coordinator.

### **Who Are We?**

The Urban Justice Center Mental Health Project is a team of attorneys, social workers, advocates, and peer specialists dedicated to disrupting and dismantling the cycle of hospitalization, homelessness, and incarceration that traps low-income New Yorkers with serious mental health concerns. We intervene at all parts of this cycle: we work to secure financial and medical benefits to prevent homelessness and hospitalization; we provide peer advocacy and social work support to empower clients in the community; we collaborate on impact litigation; we ensure proper discharge planning occurs prior to release from jail and psychiatric hospitals; we connect people to the appropriate organizations through advice and referrals; and we host community workshops to educate people about their rights and how to advocate for themselves and their peers.

### **Job Summary & Qualifications**

The Intake Coordinator will be the primary contact person for people seeking services from MHP. The Intake Coordinator will have a deep knowledge of MHP's practice areas and work closely with the team to determine whether a potential client is eligible for MHP's services and to assign new cases to advocates. The Intake Coordinator will also provide meaningful referrals to other organizations when MHP cannot accept a case.

### **Responsibilities include:**

- Conduct preliminary screening and assessment of individuals seeking services to identify legal issues and determine eligibility;
- Return and document calls from MHP warmlines;
- Meet with people who walk-in to our office seeking help as needed;
- Provide referrals to other organizations, where appropriate;
- Maintain wait lists for services;
- Keep detailed client records in electronic databases and physical files;
- Meet regularly with Health Justice Team to transfer Medicaid intakes to advocates;
- Assist with medical records requests for SSI applications;
- Present about MHP's services at community events, both virtually and in-person; and
- Work on limited individual client matters, as needed.

### **Qualifications include:**

- Bachelor's degree;
- Fluency in Spanish (preferred);
- Excellent telephone and e-mail communication skills;
- Ability to maintain confidentiality and to work with people living with mental health concerns;
- Meticulous attention to detail and organization;

- Ability to work independently, to efficiently prioritize tasks, and to meet deadlines;
- Ability to learn and utilize electronic databases to maintain detailed client records;
- Demonstrated commitment to racial equity, social justice, and anti-oppression work; and
- Dedication to respecting the choices and autonomy of people with mental health concerns.

The Mental Health Project is currently on a hybrid working schedule. This position requires one day (Wednesday) per week in the main office. The work schedule may change depending on the Project's needs.

**Benefits/Compensation:**

Salary ranges from \$51,511.00 - \$54,898.00 annually with excellent benefits.

**How to Apply:**

To apply, please send a cover letter, resume, references, and writing sample to [mhpjobs@urbanjustice.org](mailto:mhpjobs@urbanjustice.org) Please write "Intake Coordinator" in the email subject line. Applications will be reviewed on a rolling basis for immediate hire. Due to high volume, we are unable to respond to all applicants and will contact only those candidates selected for further consideration.

The Urban Justice Center (UJC) is strongly committed to equal employment opportunities for all individuals. UJC will make all employment decisions for employees and applicants for employment without unlawful discrimination as to race, color, creed, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, gender expression, military status, marital status, familial status, caregiver status, predisposing genetic characteristics, actual or perceived domestic violence victim status, actual or perceived physical, mental, or other disability, veteran status, lawful use of health insurance benefits, or any other characteristic protected by applicable law.

This is a bargaining unit position represented for collective bargaining purposes by the National Organization of Legal Services Workers, UAW, Local 2320.