



food+body wisdom

**Opal: Food+Body Wisdom, an eating disorder treatment facility in the University District of Seattle, Washington, offers intensive day treatment as well as outpatient services. We look to hire skilled individuals who want to join our team to provide innovative treatment and work alongside a passionate and caring staff.**

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**Job Title: Intake Specialist**

**Responsibilities:**

- Conduct phone intakes with prospective clients
- Coordinate face to face intake and medical assessments
- Conduct insurance benefit and eligibility checks
- Perform new client orientations
- Conduct and manage insurance initial authorizations and utilization reviews
- Create financial agreements for clients
- Collaboration with other members of a multi-disciplinary treatment team
- Maintain clinical documentation and other administrative tasks required for competent care
- Coordination with Community Relations Team regarding marketing research, client satisfaction, and referral tracking information

**Requirements:**

- Excellent attention to detail and ability to follow through on complicated projects
- Strong skills in managing multiple tasks simultaneously
- At least a licensed therapist associate in the state of Washington
- Alignment with the Health At Every Size principles
- Experience working with eating disorder clients highly desired

**Hours:**

TBD

**Compensation:**

Commensurate to experience

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**Opal's Purpose:** To contribute to a world where all are able to live fully with security, freedom, attunement and connection.

**Opal's Vision:** To inspire cultural change by empowering people to find freedom and attunement with food, body, movement, self, and health.

**Opal's Mission:** To provide a safe place for transformational healing from eating disorders and other food, body, and exercise concerns.

**Staff Values:** Radical Openness, Risk-taking, Wabi-Sabi, Vulnerability/Strength, Responsive to Research, Relational Attunement

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