



Opal: Food+Body Wisdom, an eating disorder treatment facility in the University District of Seattle, Washington, offering intensive day treatment as well as outpatient services. We are looking for skilled individuals who want to join our team to provide quality treatment and work alongside a passionate and caring staff. www.opalfoodandbody.com

Job Title: Intake Specialist

Responsibilities:

- Schedule and conduct phone intakes with prospective clients
- Communicate with potential clients regarding levels of care, insurance and intake/assessment process
- Coordinate face to face intake and medical assessments with other team members
- Consult and team closely with Intake Lead
- Communicate with Utilization Specialist for insurance authorizations
- Perform new client orientations
- Complete paperwork and documentation for client intake process in a timely manner
- 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
- Masters level mental health education preferred
- Live, behave and talk in a way that reflects a non-diet, anti-racist, weight-inclusive relationship with food and body.
- Experience working in intake assessment in mental health field and especially eating disorders highly desired

Hours:

Part-time or Full-time. Full benefits offered at 32 hours weekly.

Opal's Aspiration: To contribute to a world where all are able to live fully with freedom

Opal's Vision: To inspire cultural change regarding food, body, movement and mental health

Opal's Mission: To free people from diet culture by offering eating disorder treatment for food, body and exercise concerns

Staff Values: Centering Community; Liberating from Oppression; Divesting from Perfectionism; Learning+Unlearning; Embodying Strength+Vulnerability