

Intake Coordinator

Overture is seeking a self-starter who is professional, assertive, and communicates effectively and efficiently with a variety of team members; someone who likes a challenge. We are a human service organization that requires compassion and understanding the needs and wants of individuals in services. We want someone who is independent, authentic, flexible, and takes initiative to find the best match between individual and provider. Previous sales and marketing experience in human services is a plus.

Our agency provides residential, community, and behavior services for people with intellectual and developmental disabilities. We believe all persons have the right to make choices and pursue opportunities based on their wants, desires, goals, and dreams.

Duties include, but are not limited to:

- Responding to incoming requests for services to determine if we can adequately serve the person in the referral.
- Reviewing potential placement options and conducting home audits to meet potential Providers and determine whether they offer a suitable home.
- Coordinating all activities and meetings between the person requesting services, Providers, families, and Case Managers prior to placement.
- Facilitating the initial move of the person in services to their new home after being selected as the service agency.
- Collecting all initial information and paperwork to give to the Program and Health Services Coordinators assigned to that person's team.



Requirements:

- Familiarity with similar programs in Northern Colorado is highly preferred for this position.
- Must thrive in time-sensitive deadlines and crisis-related environments.
- Bachelor's Degree in Human Services, Communications, Marketing, or related field.
- Flexibility—requires frequent travel to our various office locations, Provider homes, and referring agencies throughout the Front Range.
- Must pass background check and have reliable transportation with clean driving record.
- Must be proficient in Microsoft Word and Excel, cloud-based document storage systems and other software a plus.
- Writing or design experience a plus.
- Excellent customer service is required for this position!



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