



Job Opportunity

Child & Adolescent Behavioral Health

Position: Intake Specialist

Overview

Now more than ever, mental and behavioral health care for kids is needed in our community. Child & Adolescent Behavioral Health is looking to meet the growing demands by hiring a full-time Intake Specialist.

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the support they need. We are a collaborative network of child therapists, psychiatrists, PMHNPs, case managers, school staff, community partners and other mental health professionals working toward a common goal. Together, we provide a positive environment for kids and their families to find health, hope and happiness.

We are looking for enthusiastic individuals to join one of the most innovative therapeutic mental health programs in Stark County. C&A is recognized by Zippia and The Cleveland Plain Dealer/cleveland.com as a Top Workplace in Stark County. We offer a compassionate, supportive, accountable work environment to help you grow your career, along with a comprehensive benefits package that includes generous and affordable medical, dental, life insurance, retirement and paid time off.

Job Descriptions/Duties

- Screen initial inquiries and requests for services as presented by prospective clients seeking help at time of initial phone contact.
- Assess severity and potential risks associated with presenting problems and seek more immediate consultation and follow-up regarding urgent and priority clients.
- Review initial contacts and schedule appropriate agency services, typically comprehensive assessments.
- Gather and record information necessary to assess and facilitate agency services for prospective clients.
- Provide linkage and referrals to other community resources based on identified needs and resources of prospective clients.
- Assist with other duties as assigned, which may include scheduling and reception when needed.

Skills and Experience

- Clinical experience required to recognize and respond calmly to crisis, risk, trauma, and other situations requiring urgent and appropriate responses.
- Knowledge of C&A and community services to appropriately link clients to needed resources.
- Friendly, compassionate phone etiquette to help prospective clients feel heard, hopeful, and confident their needs will be met.
- Skill working with computers, email, programs, and electronic health records.
- Ability to engage a wide range of clients and parents, including those from diverse populations.
- Growth mindset and flexibility are assets.

Why Child & Adolescent Behavioral Health

At Child & Adolescent Behavioral Health, we are here for you, so you can be there for them. We provide a supportive environment for our clinical therapists to grow and lead in their careers, and in turn, you bring unmatched compassionate care and expertise.

We have been recognized as one of the Top 10 Best Companies to work for in Stark County, because we strive to take care of our team at work and at home.

Recognition and Awards

Child & Adolescent Behavioral Health has been recognized and ranked on three Zippia lists:

- Best Non-Profit Companies to Work for in Ohio
- Best Companies to Work for in Canton, Ohio
- 2022, 2023, 2024, and 2025 Top Workplace for Non-Profits in Northeastern Ohio by Cleveland Plain Dealer/cleveland.com
- Canton Regional Chamber of Commerce Community Salute Award - 2018 Award of Appreciation

Location

We have four locations in Stark County including downtown Canton, Belden Village, Alliance and Plain Township.

Salary Range/Compensation: Based upon licensure and/or experience.

Hours: Full-time position. Some evening hours required.

Send resume/apply to: recruiting@childandadolescent.org

An Equal Opportunity Employer Stark
Co. – EEO-6