POSITION: Intake Manager  
DEPARTMENT: Kansas Foster Care  
Pay Grade: 6  
Salary: $37,731.44 - $58,483.73 annually  
(Starting salary depends on education and experience)

RESPONSIBILITIES: The In-Take Manager oversees service compliance with contract/licensing/funding body and accreditation requirements and is responsible for leading a team of In-Take Specialist. The manager engages the Specialist to build a rapport with new families referred for services by completing required assessments to inform case managers of the family’s needs to ensure safety of the clients waiting for permanency. In-Take Manager accepts cases from Department for Children and Families (DCF) and assigns them to In-Take Specialist, ensuring compliance with policy & procedure and conducting thorough reviews to ensure all assessments are completed in a timely manner. The manager monitors all outcomes and implements strategies to improve outcomes as needed. The In-Take Manager reports to the Director of Program Implementation.

QUALIFICATIONS: Required: Bachelor’s degree in Social Work or other Human service related field and 2-5 years of work experience in child welfare case management services. Licensed by the Behavioral Sciences Regulatory Board to practice in Kansas (LBSW, LMSW, LSCSW, Professional Counselor, LMFT, and/or Alcohol and Drug Counselor). Preferred: Master’s degree in Social work or other Human Services related field. Must pass background check, physical and drug screening. This position also requires a valid driver’s license and proof of current vehicle insurance.

BENEFITS: Cornerstones of Care offers benefit eligible employees a competitive benefits package, including: medical/dental/vision coverage; prescription coverage; accident insurance; short-term disability; health savings account (HSA); flexible spending account (FSA); paid time off; retirement (401K); Tuition Reimbursement Program and Public Service Loan Forgiveness. To view a detailed Summary of Benefits please visit our website at www.cornerstonesofcare.org and under the heading “About Us” click on “Join Our Team.”

HOW TO APPLY: Please complete an online application at www.cornerstonesofcare.org

CORNERSTONES OF CARE’S ORGANIZATIONAL COMMITMENTS:
- Nonviolence-helping to build safety skills and a commitment to higher purpose
- Emotional Intelligence-helping to teach emotional management skills
- Social Learning-helping to build cognitive skills
- Open Communication-helping to overcome barriers to healthy communication, learn conflict management
- Democracy-helping to create civic skills of self-control, self-discipline, and administration of healthy authority
- Social Responsibility-helping to rebuild social connection skills, establish healthy attachment relationships
- Growth and Change-helping to work through loss and prepare for the future

Questions?
Please contact: Cornerstones of Care, Human Resources Department  
300 E. 36th Street, Kansas City, MO 64111  
Phone: (816) 508-1707  Fax: (816) 508-1757  
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Cornerstones of Care is an  
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