

Service Program for Older People



Keeping New Yorkers healthy and independent since 1972

Full Time position- Intake Navigator

Service Program for Older People, Inc (SPOP) is nationally recognized as a leader at the intersection of mental health and aging. SPOP Provides award-winning therapeutic services for adults ages 55+ throughout New York City. We are seeking an **Intake Navigator** who is the point person for all intake inquiries. They are responsible for triaging and delegating to the appropriate intake staff member for follow up in a timely manner. The **Intake Navigator** provides additional support to the PROS Program and the DGMH Program in processing referrals. This position is also responsible for scheduling initial psychiatric evaluations, data entry and verifying eligibility. They work closely with the other Intake department staff and reports directly to the Senior VP for Intake and Admissions.

Requirements:

- BSW or BA or equivalent strongly preferred
- 2+ years' experience working in a behavioral health setting or with older people
- Technologically proficient; experience with Microsoft, Google, Zoom and electronic health records is paramount
- Excellent communication skills

Compensation is \$48,000 - \$52,000 plus a comprehensive benefits package, including ample paid time off, medical, dental and vision insurance, employer contribution to retirement plan and flexible spending account.

SPOP is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained staff. LGBTQ+ people, people of color, people living with HIV/AIDS, veterans, and people with disabilities are encouraged to apply.

Please send resume and cover letter to:
Claudia Alcantara, Executive Manager
Service Program for Older People, Inc (SPOP)
calcantara@spop.org

- Indeed
- Craigslist
- LinkedIn
- Schools:
 - Adelphi
 - Hunter Silberman
 - Columbia
 - NYU Silver
 - Fordham's MSW job boards
 - Lehman
 - Rutgers
 - Yeshiva