



## Bilingual Intake Social Worker

Reports to: Client Engagement Manager - Mental Health Services

Position Status: Full time, Salary-Exempt

Momentous Institute/Salesmanship Club of Dallas is committed to creating a diverse and inclusive company culture and maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

Founded in 1920, [Momentous Institute](#), the program arm of Salesmanship Club of Dallas, offers comprehensive mental health and education services to 4,000 children and family members each year. Since 1968, the Club has sponsored the AT&T Byron Nelson, a golf tournament on the PGA TOUR. Thanks to the hard work of Club members and tournament staff, this event has raised more cumulative funds for charity than any other event on the TOUR. This allows Momentous Institute to offer low barrier, low-cost mental health services to children and families in Dallas and surrounding communities. No family is ever turned away for an inability to pay. We do not bill insurance or set sessions limits, therefore allowing therapists and clients to make collaborative decisions about the best treatment approach.

Our mental health team is committed to offering services that are systemic, trauma-informed, and include brain and strengths-based perspectives. Services are offered on a sliding scale and no family is ever turned away for an inability to pay. Momentous Institute offers a truly dynamic work environment where therapy can unfold in collaboration with the family, without the need to bill or justify services to insurance companies.

Role: This position works with the intake team to conduct initial screenings for clients entering our system, as well as with the clinical staff to maintain the efficiency and effectiveness of the client intake process.

### Intake Responsibilities (Primary)

- The primary focus for this staff member is on the provision of screening appointments/initial interviews for clients entering Momentous Institute's Mental Health Services. These appointments serve to determine appropriate placement for services.
- Ensure proper supporting documentation (legal, releases, etc...) is obtained as needed.
- Provide follow-up case management as needed for clients in the intake process.
- Monitor scheduled screenings to assess for and address potential risk and/or safety concerns.
- Assist Client Engagement Manager and intake team with triage and assignment of cases to appropriate services.
- Work with leadership to monitor wait list and identify relevant trends and patterns that might impact broader programming decisions.
- Collaborate with intake team to assess areas of potential innovation and improvement for intake and clinical services.
- Maintain updated referral and other resource lists.
- Maintain relationships with relevant community referral sources.
- Work 6 prime time (evening) hours to minimize barriers for clients seeking services.
- Provide crisis intervention counseling as needed.

- Collaborate with colleagues for case consultation and program development as needed.

#### Other Responsibilities

- Maintain current licensure and adhere to corresponding licensing requirements.
- Participate in professional development training on an on-going basis.

#### Requirements and Qualifications

#### This position requires the following personal and professional qualities/capabilities:

- Master's Degree or higher and licensure in related mental health field.
- Fluency in Spanish and English is required.
- A minimum of two years of experience working with children and families
- Ability to work with clients and colleagues of diverse ethnic and socioeconomic backgrounds.
- Strong administrative, organizational, and interpersonal skills
- Strong written and verbal communication skills
- Attention to detail and ability to follow through on assignments.
- Willingness to work flexible hours to accommodate evening work.

#### The ideal candidate will exhibit Momentous Institute's core values.

Respectfulness, Commitment, Humility, Innovation, and Stewardship

Benefits: Our competitive benefits package includes the following:

- Immediate eligibility for health benefits (Medical, Dental, Vision)
- Company paid STD, LTD and Basic Life Insurance
- 403(b) Retirement savings plan access day 1 with 6% matching after 6 months of employment
- Starting vacation package of 10 days/year, plus accrual of 1 sick day per month.
- 12 Paid Holidays (includes 5 days during winter holidays), 2 Floating Holidays
- 10 paid Conference days provided/year
- Reimbursement for professional license renewal

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

María Sánchez Ray, LCSW-S  
Client Engagement Manager  
[msanchez@momentousinstitute.org](mailto:msanchez@momentousinstitute.org)

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

### Policy Statement

**No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.**