**Intake/ Group Support Role**

* To gain specific insight and knowledge into the way the groups functions and specific presentations that are a good fit for the group

* Being responsible for checking new referrals and expressions of interests that come in through the web page on the excel spreadsheet and website.

* Responding and contacting parents and referrers about our program in a timely manner

* Communicating to interested participants the benefits, what we provide, emailing information and forms, being sensitive to the neurodivergent community and their needs.

* To talk with clients and evaluate their needs/goals of therapy and helping them establish an understanding of their suitability for the program.

* Collating intake forms and triaging them for suitability and communicating to the therapist in a timely manner.

* Arranging times for participants to have a meeting before the onset of the group.

* To help with marketing and admin for the Glow up program by doing social media posts and advertising.

* To assist and support in facilitating group therapy sessions, including supporting clients goals when people are away.

* To keep clients details confidential and to report any issues of concern and safety issues to the therapist and meet mandatory reporting guidelines

* To use google calendar, google docs and email to communicate with the therapist. To undertake admin duties as required to support planning, implementation and evaluation of the program, attend team meetings etc