

SOUTHWEST BEHAVIORAL CARE, INC.

JOB VACANCY NOTICE

Become a leader...Become an innovator...Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS! SPHS continues to be a leader in the human services field for over 50 years and counting, providing a wide variety of services throughout Butler, Fayette, Greene, Washington and Westmoreland counties.

POSITION: Intake Worker (Part-time)
Greensburg Mental Health Outpatient and Drug & Alcohol

PAY GRADE: 12 or 14

WAGE: \$16.31/hr. or \$19.68/hr. (as a minimum)

ESSENTIAL FUNCTIONS:

- Provides intake services in the outpatient psychotherapy unit to the adult client population.
- Develops and implements individualized treatment plans using individual, marital, group and family methodologies.
- Participates in Case Conferences with all levels of psychiatric and clinical staff, individually and in group supervision staffings.
- Serves as a member of an Interdisciplinary Treatment Team as well as the Emergency Services Team.
- Initiates appropriate Intra and Inter Agency contact to facilitate client care.
- Prepares, maintains and submits all assigned case records, charts, reports, forms and other required documentation in a professional and timely manner.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Master's Degree **or** Bachelor's Degree in Social Work or MH required field from an accredited college or university.
- Demonstrated knowledge of mental health programs and available social services.
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, Child Abuse Clearance from the Pennsylvania Department of Human Services and FBI Fingerprint Clearance.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to observe and recognize verbal and non-verbal signs of physical or mental disorders.
- Demonstrated ability to handle clients with a wide range of psychiatric conditions.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, email naffinito@sphs.org or kjohnson@sphs.org ATTENTION: POSTING#1977-NO LATER THAN MARCH 19, 2019

EQUAL OPPORTUNITY EMPLOYER