

THE CARE CENTER, INC.

JOB VACANCY NOTICE

POSITION: Caseworker 1 (Residential Programs)
Butler, PA

PAY GRADE: 12

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

ESSENTIAL FUNCTIONS:

- Implements and monitors consumer rehabilitation plans and assists in the daily operation of program activities.
- Conducts Psychosocial Assessments and Re-assessments of consumers to develop and update individualized Treatment Plans.
- Provides supportive counseling and intensive life skills training to individuals and client groups.
- Serves as advocate to identify and access entitlement resources, available social services and affordable housing.
- Maintains current client case record activity and progress, prepares and submits all required program forms, reports and documentation in an accurate and timely manner.
- Serves as a member of the Mental Health treatment team and maintains appropriate communication with external programs and community resources.
- Provides "on-call" availability for both housing emergencies and technical assistance to residential staff.
- 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:

- Bachelor's Degree in Social Work Psychology or related human services field from an accredited college or university;
- Demonstrated ability to obtain vital information during an interview to make proper recommendations;
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care services.
- Demonstrated knowledge of financial entitlement programs and available social services.
- Ability to safely operate a variety of agency vehicles;
- Ability to assist physically limited clients weighing up to 160 pounds;
- Ability to pack personal effects and transport mentally and physically challenged consumers;
- Ability to inspect and recognize violations pertaining to program regulations.
- Ability to work independently following established policies and procedures, including emergency situations;
- Ability to readily shift priorities;
- Ability to communicate with effectiveness;
- Ability to display an empathetic attitude in caring for the consumer;

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, ATTENTION: POSTING # 18139-NO LATER THAN JULY 5, 2018.

EQUAL OPPORTUNITY EMPLOYER