

SOUTHWEST BEHAVIORAL CARE. INC.

JOB VACANCY NOTICE

POSITION: Counselor 1 or 2 (Part-Time Contracted-Multiple Positions)
Mental Health Outpatient and Drug & Alcohol
(Greensburg, Latrobe or New Kensington)

PAY GRADE: 12/14

WAGE: \$17.00/hr. (Bachelor's) \$25.00/hr. (Master's)

ESSENTIAL FUNCTIONS:

- Provides intake assessments as well outpatient psychotherapy including, but not limited to, individual, family, and group sessions.
- Conducts assessment and diagnostic services to develop a comprehensive treatment plan and related treatment recommendations.
- Develops and implements individualized treatment plans using individual, marital, group and family methodologies.
- Participates in treatment team meetings with all levels of psychiatric and clinical staff, both individually and in group supervision.
- Initiates appropriate Intra and Inter Agency contact to facilitate the care of the individuals that are served.
- 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:

- Bachelor's or Master's Degree in Social Work or Psychology or related social services field with progressive experience in human services desirable.
- Ability or willingness to obtain the designated managed care credential of Mental Health Professional or Certified Addiction Counselor.
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police and Child Abuse Clearance from the Pennsylvania Dept. of Human Services and FBI Fingerprint Clearances.
- 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, ATTENTION: POSTING # 1829.

EQUAL OPPORTUNITY EMPLOYER