

**JOB VACANCY NOTICE**

**POSITION:** Counselor 1 and Counselor 2 (Part-time)  
Assertive Community Treatment Program (ACT)  
Washington Office

**PAY GRADE:** 12/14

**WAGE:** \$16.15/\$19.49 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Provides outpatient psychotherapy and follow-up services to the adult client population.
- Develops and implements individualized treatment/service plans for ACT consumers using various therapeutic methodologies, maintaining a direct service level of 75% minimum time.
- Participates in Case Conferences with all levels of psychiatric and clinical staff, individually and in group supervision staffings.
- Serves as a member of Assertive Treatment Team as well as the after hours on call rotation.
- Initiates appropriate Intra & Interagency contact to facilitate consumer 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.

**REQUIRED QUALIFICATIONS :**

- Master's Degree or Bachelor's Degree in Social Work, Psychology or related social services field with progressive experience in human services, is desirable.
- Ability to carry out rehabilitation and support functions.
- Experience working with adults with serious mental illness.
- Demonstrated ability to obtain vital information during a personal interview to make proper recommendations.
- Demonstrated ability to establish and maintain effective working relationships with internal staff, providers, and other social service agencies.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Public Welfare and FBI Fingerprint Clearance.
- Ability to inspect and identify violations pertaining to program regulations.
- Ability to transport oneself in an insured vehicle, as program needs dictate.
- 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.
- Ability to receive performance feedback and instructions calmly, without reacting negatively or emotionally.

**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# 17130**

**EQUAL OPPORTUNITY EMPLOYER**