

SOUTHWEST BEHAVIORAL CARE, INC.

JOB VACANCY NOTICE

POSITION: Caseworker 1-(Temporary)
Administrative Case Management

PAY GRADE: 12

WAGE: \$31,500 (as a minimum)

ESSENTIAL FUNCTIONS:

- Provides casework and supportive counseling to mental health clients and their family.
- Maintains accurate and detailed records of assigned caseload and coordinates placement within the mental health services system to indicated levels of care.
- Advises supervisory/clinical staff of significant changes in client behavior, issues and/or incidents and provides case consultation with team members
- Makes court appearances to offer expert testimony, makes face-to-face and phone contacts and referrals to appropriate social and medical service programs and facilities on behalf of client.
- Writes reports for school districts, the criminal justice system, the juvenile justice system and the courts.
- Serves as a member of the Emergency Services Team.
- Completes Intake and Psychosocial Assessment of clients.
- 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 or Mental Health related field from an accredited college or university.
- 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 Clearances.
- Demonstrated ability to obtain vital information during an interview to make proper service recommendations.
- Demonstrated knowledge of mental health programs and available social services.
- Ability to observe and recognize verbal and non-verbal signs of physical or mental disorders.
- Ability to understand and follow supervisory direction and to communicate with effectiveness.
- Ability to work independently following established policies and procedures, including emergency situations.

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#17116

EQUAL OPPORTUNITY EMPLOYER