

**SOUTHWEST BEHAVIORAL CARE, INC.**

**JOB VACANCY NOTICE**

**POSITION:** Case Manager 1  
PCCD RIP/ATS Program (Greensburg Office)

**PAY GRADE:** 12

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

**ESSENTIAL**

- FUNCTIONS:**
- Provides case management, intervention and evaluation services at county and state correctional facilities.
  - Conducts assessment and diagnostic services of adjudicated assigned clients to develop a comprehensive service plan for the treatment of substance abuse offenders.
  - Coordinates monthly treatment reporting and specimen collection, as required.
  - Provides Individual and Group Intervention Therapy and maintains a professional, quality level of services in an objective manner to all program clients.
  - Participates in all appropriate clinical staff meetings and maintains beneficial clinical dialogue with all members of treatment team, as necessary, regarding assigned clients.
  - Maintains current client case record activity and progress; prepares and submits all required program reports and documentation in an accurate 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 Degree in Social Work, Psychology or related human services field from an accredited college or university.
  - Demonstrated ability or willingness to obtain the Certified Allied Addiction Practitioner credential.
  - 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.
  - Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
  - Ability to transport oneself in an insured vehicle, as program needs dictate.
  - Ability to observe test specimen sampling.
  - Ability to detect and identify violations pertaining to program regulations.
  - 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, ATTENTION: POSTING#17131**

**EQUAL OPPORTUNITY EMPLOYER**