

**SOUTHWEST BEHAVIORAL CARE, INC.**  
**JOB VACANCY NOTICE**

POSITION: Program Worker  
Alliance Drop-In Program

PAY GRADE: 4

WAGE: \$10.25/hr. (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Provides peer counseling and support
- Works collaboratively with other staff and Steering committee members
- Plans activities at center such as crafts, support groups, movies, etc.
- Plans outings for group such as dinners, special events, bowling, etc.
- Returns phone calls, assist in maintenance of the facility
- Assists the Steering Committee in organizational tasks, i.e., notifications to members of meetings, preparation of agendas, nominating procedures, etc.
- Assists in preparation of monthly program report.
- Meets with liaison once a week
- Prepares and submits time sheets in a 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:**

- Must successfully complete course requirements for certifications, as may be required by program.
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police and Child Abuse Clearance from the Pennsylvania Department of Public Welfare and FBI Fingerprint Clearance.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must have a valid Pennsylvania Driver's License and safe driving record.
- Ability to lift or assist in lifting individuals, as may be required.
- Ability to move and/or lift program equipment and supplies weighing up to 30 pounds.
- Ability to read, comprehend, follow written, verbal instructions, and supervisory direction.

**QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#1757.**

***EQUAL OPPORTUNITY EMPLOYER***