

# SOUTHWEST BEHAVIORAL CARE, INC.

## JOB VACANCY NOTICE

POSITION: Case Manager I  
Greensburg, PA

PAY GRADE: 12

WAGE: \$27,455 (as a minimum)

### ESSENTIAL FUNCTIONS:

- Conducts the initial evaluation of all newly referred clients.
- Completes intake and conducts assessment of client referrals to facilitate the indicated level of placement.
- Develops a comprehensive service plan from a continuum of care approach regarding drug and alcohol treatment.
- Identifies appropriate treatment care providers, as well as necessary support services, and serves as the link to same.
- Participates in all appropriate clinical staff meetings and maintains beneficial clinical dialogue with all members of treatment team, as necessary, regarding 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 Abuse Counselor credential within two years of employment.
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, 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.
- 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.
- Ability to understand and follow supervisory direction.
- 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#1765.**

EQUAL OPPORTUNITY EMPLOYER