

# SOUTHWEST BEHAVIORAL CARE, INC.

## JOB VACANCY NOTICE

POSITION: Team Leader  
Latrobe, PA

PAY GRADE: 14

WAGE: \$38,000 (as a minimum)

### ESSENTIAL FUNCTIONS:

- Assists the Program Supervisor with the billable case management activities and the coordination of staff to ensure the provision of all recommended and required services.
- Maintains a caseload proportionate to the regulatory supervisory ratio and provides billable case management services to consumers.
- Reviews and analyzes the work of staff related to the delivery of services.
- Participates in staff development and training activities to enhance skill and knowledge base in relation to case management theory and supervisory techniques.
- Submits for appropriate release all service related correspondence, and ensures the timely preparation of all required program reports, records and documentation, in accordance with regulatory standards and program policy.
- Conducts ongoing utilization review activities including adherence to managed care standards.
- 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:

- Master's Degree in Social Work or mental health related field, or a Bachelor's Degree in Social Work or related field, plus 2 years of mental health direct care experience.
- Demonstrated knowledge of mental health programs and health/social services available to the mental health population;
- Demonstrated ability to make incisive observations and obtain vital information during the client/family interview and/or while reviewing case records to make appropriate recommendations.
- 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 inspect and recognize violations pertaining to program regulations.
- Demonstrated ability to handle clients with chronic mental health conditions;
- Ability to communicate effectively, both orally and written;
- 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#1784**.

EQUAL OPPORTUNITY EMPLOYER