

The CARE Center, INC.

**JOB VACANCY NOTICE**

**POSITION:** Direct Service Counselor 1 or 2 (Part-Time-Contract)  
Drug & Alcohol/Mental Health Program  
Waynesburg Office

**PAY GRADE:** 12 or 14

**WAGE:** \$17.00/hr. or \$25.00/hr. (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Initiates the delivery of counseling services and serves as the Treatment Team Leader.
- Provides outpatient psychotherapy and follow-up services to the clients with mental illness and substance abuse.
- Develops and implements individualized treatment plans using individual, marital, group and family methodologies, maintaining a direct service level of 60% minimum time.
- Participates in Case Conferences with all levels of psychiatric and clinical staff, individually and in group supervision staffings.
- Serves as a member of an Interdisciplinary Treatment Team.
- Provides diagnostic and treatment services to the more complex cases and oversees the treatment and clinical activities of assigned staff and caseload.
- Provides Individual and Group Therapy, when appropriate, and assists the Clinical Supervisor, as necessary.
- Serves as primary liaison with managed care providers, maintaining communication necessary to ensure successfully operating relationships.
- Prepares, maintains and submits all assigned case records, charts, reports, forms and other required documentation in a professional 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:**

- Master's Degree in Social Work, Psychology or related social services field or a Bachelor's Degree in Social Work, Psychology with three years' counseling experience.
- Demonstrated ability to obtain vital information using the siip evaluation tool, during a personal interview to make proper recommendations.
- Demonstrated ability or willingness to obtain the designated managed care credential of Mental Health Professional and any subsequent state licensure available.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Successful completion of Certified Addiction Counselor (C.A.C.) or be eligible for certification.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Dept. of Human Services and FBI Fingerprint Clearance.
- 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 communicate with effectiveness and provide constructive feedback to staff.

**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#1807.**

**EQUAL OPPORTUNITY EMPLOYER**