

The CARE Center, INC.

JOB VACANCY NOTICE

POSITION: Counselor 1 (Full-Time)
Drug & Alcohol/Mental Health Program
Waynesburg Office

PAY GRADE: 12

WAGE: \$31,805 (as a minimum)

ESSENTIAL FUNCTIONS:

- Provides intake assessments as well as outpatient psychotherapy including, but not limited to, individual, family, and group sessions.
- Conducts assessment and diagnostic services to develop a comprehensive treatment plan and related treatment recommendations.
- Develops and implements individualized treatment plans using individual, marital, group and family methodologies.
- Participates in treatment team meetings with all levels of psychiatric and clinical staff, both individually and in group supervision.
- Initiates appropriate Intra and Inter Agency contact to facilitate the care of the individuals that are served.
- 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:

- Bachelor's Degree in Social Work, Psychology or related social services field with progressive experience in human services, is desirable.
- Demonstrated ability or willingness to obtain the designated managed care credential of Mental Health Professional or Certified Addiction Counselor.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must successfully obtain Criminal History Clearance from the PA State Police and Child Abuse Clearance from the PA Department of Human Services and FBI based Fingerprint Clearances.
- 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#18111.

EQUAL OPPORTUNITY EMPLOYER