

**SPHS BEHAVIORAL HEALTH**

**JOB VACANCY NOTICE**

**POSITION:** Intake Therapist (Part-time)  
Monessen MH Outpatient

**PAY GRADE:** 12 or 14

**WAGE:** \$16.31/hr. or 19.68/hr. (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Provides intake services in the outpatient psychotherapy unit to the adult client population.
- Develops and implements individualized treatment plans using individual, marital, group and family methodologies.
- Participates in Case Conferences with all levels of psychiatric and clinical staff, individually and in group supervision staffing.
- Appears as expert witness in court/hearings, and initiates interagency contacts on behalf of client to facilitate care.
- Serves as a member of an Interdisciplinary Treatment Team as well as the Emergency Services Team.
- Initiates appropriate Intra and Inter Agency contact to facilitate client care.
- 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 or Bachelor's Degree in Social Work or Psychology required with, progressive experience in human services desirable.
  - Ability to obtain the designated managed care credential of Mental Health Professional.
  - Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, Child Abuse Clearance from the Pennsylvania Dept. of Human Services and FBI Fingerprint Clearance.
  - Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
  - Ability to observe and recognize verbal and non-verbal signs of physical or mental disorders.
  - Demonstrated ability to handle clients with a wide range of psychiatric conditions.

**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, ATTENTION: POSTING#18129-NO LATER THAN JUNE 3, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**