

**JOB VACANCY NOTICE**

**POSITION:** Intake Worker (Full-time)  
Washington Drug and Alcohol and Mental Health Outpatient

**PAY GRADE:** 12 or 14

**WAGE:** \$31,805 (Bachelor's) \$38,376 (Master's) (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 staffings.
- 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 MH required field from an accredited college or university.
- Demonstrated knowledge of mental health programs and available social services.
- 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 15022-1607 ATTENTION: POSTING#18133-NO LATER THAN AUGUST 15, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**