

THE CARE CENTER, INC.

JOB VACANCY NOTICE

POSITION: Counselors 1 and 2 (Part-time)
Mental Health Outpatient and Drug and Alcohol
Butler, PA

PAY GRADE: 12 or 14

WAGE: \$16.31/hr. or \$19.68/hr. (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 plane and related treatment recommendations.
- Develop and implements individualized treatment plans using individual, marital, group and family methodologies
- Participates in treatment team meeting 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 or Master's in Social Work, Psychology, or related social services field with progressive experience in human services, is desirable.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Demonstrated ability or willingness to obtain the designated managed care credential of Mental Health Professional or Certified Addiction Counselor.
- Demonstrated ability to obtain vital information during an interview to make proper recommendations.
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, Child Abuse Clearance from the Pennsylvania Department 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 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#18159-NO LATER THAN AUGUST 17, 2018.

EQUAL OPPORTUNITY EMPLOYER