

**The CARE Center, Inc.**

**JOB VACANCY NOTICE**

**POSITION:** Supervisor  
Mental Health Outpatient (Butler, PA)

**PAY GRADE:** 15

**WAGE:** \$42,920 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Monitors and evaluates multiple program sites and staff activities to ensure the appropriate interpretation of agency policies and procedures, as well as the quality of all program-related services.
- Assigns, reviews and analyzes the clinical work of assigned staff relating to therapy, testing and evaluation, reports of treatment, behavior and progress of client.
- Provides in-service training for staff through individual conferences or staff meetings to develop therapeutic techniques and ensure compliance to all treatment regulations, and delivery of quality treatment.
- Responsible for the appropriate release of treatment-related correspondence, and the timely preparation and submission of all required program reports, records and documentation in accordance with regulatory standards and program policy.
- Coordinates program outreach and public relations activities, provides community education and technical assistance to other social service providers, as well as client family members.
- Provides clinical back-up for treatment staff, as needed, to ensure program continuity.
- 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, with a minimum of three years' progressive experience in human services.
- Demonstrated ability or willingness to obtain the designated credential of Certified Abuse 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, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearance.
- Demonstrated ability to establish and maintain effective working relationships with internal staff, providers and other social service agencies.
- 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.

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#18174-NO LATER THAN SEPTEMBER 2, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**