

**The CARE Center, INC.**

**JOB VACANCY NOTICE**

**POSITION:** Team Leader  
ACT Program  
Washington, PA

**PAY GRADE:** 14

**WAGE:** \$38,000 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Acts as a back-up to the program supervisor to assure client needs and program functions are met.
- Provides outpatient psychotherapy and follow-up services to the adult client population.
- Assessment, treatment recommendations and task management for the ACT team.
- Develops and implements individualized treatment/service plans for ACT consumers using various therapeutic methodologies, maintaining a direct service level of 20 hours weekly minimum time.
- Participates in Case Conferences with all levels of psychiatric and clinical staff, individually and in group supervision staffings.
- Responsible for the daily organizational staff meeting to include but not limited to assigning staff to carry out treatment and services scheduled for that day, assuring that all tasks assigned are completed, and review and update daily logs on treatment and service contacts from previous day.
- Serves as a member of the ACT Team as well as the afterhours on call rotation.
- Initiates appropriate Intra & Interagency contact to facilitate consumer care.
- Prepares, maintains and submits all assigned case records, charts, reports, forms and other required documentation in a professional and timely manner; including assessments of new clients.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**REQUIRED QUALIFICATIONS:**

- Master's Degree in Social Work or related social services field, with one (1) year of experience in human services, or a Bachelor's Degree in Social Work or related field with three (3) years' experience in human services.
- Demonstrated ability to obtain vital information during a personal interview to make proper recommendations.
- Demonstrated ability to establish and maintain effective working relationships with internal staff, providers, and other social service agencies.
- Must successfully obtain Criminal History Clearance from the PA State Police and Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to inspect and identify violations pertaining to program regulations.
- 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.
- Demonstrated ability to handle clients with a wide range of psychiatric conditions.
- Ability to receive performance feedback and instructions calmly, without reacting negatively or emotionally.

**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#1821-NO LATER THAN MARCH 2, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**