

## **The CARE Center, INC.**

### **JOB VACANCY NOTICE**

**POSITION:** CARE Navigator (Waynesburg, PA)  
Substance Abuse Services

**PAY GRADE:** 12

**WAGE:** \$31,805 (as a minimum)

#### **ESSENTIAL FUNCTIONS:**

- Will provide person centered services to individuals concerning substance abuse treatment and services to help them in their individual recovery, to obtain community integration and to assist them with resources
- Completes intake and conducts assessment of client referrals to facilitate the indicated level of care.
- Develops a comprehensive service plan from a continuum of care approach regarding substance abuse services.
- Identified appropriate treatment care providers, as well as necessary medical and support services, and serves as the link to same.
- Collaborates with established community programs and agencies as client advocate with the social services network; to include the court system.
- Works with individuals and their families to develop and implement their individual recovery plan.
- Educates individuals, family members and professional staff about the recovery process.
- Will provide individualized person centered services/support to individuals.
- Provides vision driven hope and encouragement regarding opportunities for varying levels of involvement in community based activities (i.e. work, school, relationships, physical activities, and self-directed hobbies) as outlined in their individual recovery plan.
- Participates in all appropriate staff meetings and maintains beneficial clinical dialogue with all members of treatment team, as necessary, regarding assigned clients.
- Maintains current client case record activity and progress; prepares and submits all required reports and documentation in an accurate 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 in Social Work, Psychology or related human services field from an accredited college or university or the ability to obtain a recovery specialist certification
- Demonstrated ability to obtain vital information during an interview to make proper recommendations;
- Demonstrated knowledge of financial entitlement programs and available social services.
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police and Child Abuse Clearance from the Pennsylvania Department 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 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 detect and identify violations pertaining to program regulations.
- Ability to communicate with effectiveness;
- Maturity and ability to deal effectively with the stress of the position;

**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#18212.**

**EQUAL OPPORTUNITY EMPLOYER**