

**SOUTHWESTERN PA HUMAN SERVICES, INC.**

JOB VACANCY NOTICE

**POSITION:** Opioid Use Disorder (OUD)/Substance Abuse Disorder (SUD) Coordinator  
Monessen Family Center (Full-Time)

**PAY GRADE:** 14

**WAGE:** \$38,376 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Oversees the OUP/SUD program, staff, evaluates and monitors activities.
- Oversees and provides child development education, developmental screenings, case management, and referral services to OUD/SUD families and their children.
- Prepares various documents (e.g. instructional materials, observation of the child, health information, etc.) for the purpose of providing information required for program compliance.
- Serves as primary liaison between families and D&A Programs.
- Completes the intake and assessment process for OUD/SUD families, verifying the accuracy of information and need for social services.
- Teaches parenting instruction.
- Coordinates monthly home visits, as prescribed, to evaluate child and family and devise a comprehensive service plan that includes strength, needs and goals of child and family.
- Initiates contact with providers of needed services, processes formal referrals, provides follow-up to ensure student and family compliance with service plan.
- Maintains ongoing communication with D&A representatives via confidential meetings and written progress reports.
- Participates in staff meetings, treatment team meetings and other activities as required to ensure a team approach to service provision.
- Accompanies family members to social service appointments, when needed.
- Screens children in program periodically for educational, hearing and visual development for the purpose of referring when necessary to the program supervisor of suspected delays in development.
- Conducts on-going parenting classes.
- 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, Education or related field from an accredited college or university; experience working in a D&A treatment facility; one year case management or public education system experience preferred; an equivalent combination of skills, experience and education may be considered, at the discretion of the Agency;
- Demonstrated ability to obtain vital information during an interview to make proper service recommendations;
- Demonstrated knowledge of child development, early childhood behavior, and substance abuse disorders.
- Ability to perform basic math, including calculations using fractions, percent's and/or ratios; read a variety of materials, write documents following prescribed formats and/or present information to others; and analyze situations to define issues and draw conclusions.
- Ability to transfer written material and documents into a data collection system;
- Demonstrated knowledge of 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.
- Ability to transport oneself as program needs dictate;
- Ability to assist and/or lift children weighing up to 50 lbs., as may be required;
- Ability to occasionally lift, carry, push and/or pulling; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity.
- Ability to observe and recognize verbal and non-verbal signs of physical or mental disorders;
- Ability to inspect and identify violations to program policies and procedures.
- Ability to understand and follow supervisory direction.
- Ability to communicate with effectiveness.

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#18216-NO LATER THAN NOVEMBER 16, 2018.**

EQUAL OPPORTUNITY EMPLOYER