

**CONNECT, INC. /THE CARE CENTER, INC.
JOB VACANCY NOTICE**

****REVISED****

POSITION: Supervisor
Supportive Housing (Washington, PA)

PAY GRADE: 15

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

ESSENTIAL FUNCTIONS:

- Provides oversight to the case management activities and the coordination of staff to ensure the provision of all recommended and required services.
- Implements short and long-term program goals ensuring compliance to all government rules and regulations, and agency policies and procedures.
- Coordinates program, community development activities and provides community education and technical assistance to other social service providers.
- Maintains a caseload in proportion to regulatory standards as required by program needs.
- Participates and conducts onsite training and individual support conferences or staff meeting, monitoring performance to ensure the delivery of quality program-related services.
- Responsible for interviewing, training, scheduling and evaluating all program staff.
- Prepares and submits all required correspondence, records, reports and documentation in an accurate and timely manner.
- Promotes community awareness of program activities.
- Submits for appropriate release all service related correspondence, and ensures the timely preparation of all required program reports, records and documentation, in accordance with regulatory standards and program policy.
- Provides technical assistance to on call program staff.
- Conducts ongoing utilization review activities including adherence to programmatic standards.
- 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 preferred or Bachelor's degree in mental health or related field, with an equivalent combination of skills; experience and education may be considered at the discretion of the agency.
- Demonstrated knowledge of mental health programs and health/social services available to the mental health population.
- Demonstrated ability to make incisive observations and obtain vital information during the client/ family interview and/or while reviewing case records to make appropriate recommendations.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearances.
- Ability to transport oneself in an insured vehicle in the performance of essential functions;
- Ability to inspect and recognize violations pertaining to program regulations.
- Ability to work independently following established policies and procedures, including emergency situations.
- Demonstrated ability to handle clients with chronic mental health conditions.
- Ability to work independently following established policies and procedures.
- Ability to communicate effectively, both orally and in writing;

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: **POSTING#18245-NO LATER THAN DECEMBER 31, 2018.** EQUAL OPPORTUNITY EMPLOYER