

**The CARE Center, INC.**

**JOB VACANCY NOTICE**

**POSITION:** Direct Service Counselor 1 or Counselor 2  
Washington Drug & Alcohol & Mental Health Program

**PAY GRADE:** 12/14

**WAGE:** \$17.00/\$25.00 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Initiates the delivery of counseling services and serves as the Treatment Team Leader.
- Provides diagnostic and treatment services to the more complex cases and oversees the treatment and clinical activities of assigned staff and caseload.
- Provides Individual and Group Therapy, when appropriate, and assists the Clinical Supervisor, as necessary.
- Serves as primary liaison with managed care providers, maintaining communication necessary to ensure successfully operating relationships.
- Prepares, maintains and submits all assigned case records, charts, reports, forms and other required documentation in a professional 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:**
- Master's Degree in Social Work, Psychology or related social services field or a Bachelor's Degree in Social Work, Psychology with three years' counseling experience.
  - Successful completion of Certified Addiction Counselor (C.A.C.) or be eligible for certification.
  - Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Dept. 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 communicate with effectiveness and provide constructive feedback to staff.

**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#1845.**

**EQUAL OPPORTUNITY EMPLOYER**