

**SOUTHWEST BEHAVIORAL CARE, INC.**

**JOB VACANCY NOTICE**

**POSITION:** Intake Worker (Part-time)  
Day Reporting Center, Fayette County

**PAY GRADE:** 12

**WAGE:** \$16.15/hr. (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Provides clinical services and monitors client Treatment Plans in the daily operations of program activities.
- Conducts assessment, diagnostic and treatment services of assigned clients to develop a comprehensive Treatment Plan for substance abuse treatment.
- Provides Individual and Group Therapy over the prescribed time period.
- Assists in the coordination of client flow, identification, referral contacts and follow-up.
- Participates in all appropriate clinical 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 program 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, Counseling and/or Sociology from an accredited college or university; experience in MH, D&A/Behavioral Health preferred.
  - Demonstrated ability to provide clinical services to a diverse client population.
  - Demonstrated ability to obtain vital information during an interview to make proper clinical recommendations.
  - Must successfully obtain Criminal History Clearance from the Pennsylvania State Police and Child Abuse Clearance from the Pennsylvania Department of Public Welfare.
  - 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 work independently following established policies and procedures, including emergency situations.

**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#1849.**

**EQUAL OPPORTUNITY EMPLOYER**