

SOUTHWEST BEHAVIORAL CARE, INC.

JOB VACANCY NOTICE

POSITION: Supervisor, Case Management Unit

PAY GRADE: 15

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

ESSENTIAL FUNCTIONS:

- Monitors and evaluates the development of case management programming and staff activities to ensure the appropriate interpretation of agency policies and procedures.
- Supervises the day to day activities of the case management unit, level of care and continuum of care recommendations and coordination of services.
- Supervises the development of mobile community services.
- Assigns, reviews and analyzes the clinical work of assigned staff relating to assessments, recommendations for treatment, and progress of special program clients.
- Provides training for assigned staff through individual conferences or staff meetings to develop assessment and/or case management techniques and ensure compliance to all intervention requirements, and delivery of quality and consistent intervention services.
- Coordinates program outreach and public relations activities, provides community education and technical assistance to other social service providers, as well as client family members.
- Provides clinical back-up for assessment and/or case management staff, as needed, to ensure program continuity.
- 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, with a minimum of three years' progressive experience in human services; or Bachelor's Degree in Social Work, Psychology with a minimum of five years' progressive experience in human services.
- Must not be excluded from participation in Medicare, Medicaid, or any other federal health care program.
- 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.
- Demonstrated knowledge of governmental program regulations and policies, and other social services providers available to eligible clients.
- Demonstrated ability or willingness to obtain the designated credential of Certified Allied Addiction Practitioner.
- Demonstrated ability to establish and maintain effective working relationships with internal staff, providers and other social service agencies.
- Ability to transport oneself in an insured vehicle, as program needs dictate.
- Ability to inspect and identify violations pertaining to program regulations.
- Ability to work independently following established policies and procedures.

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#1889-NO LATER THAN MARCH 22, 2018.

EQUAL OPPORTUNITY EMPLOYER