

**The CARE Center, INC.**

**JOB VACANCY NOTICE**

**Become a leader...Become an innovator...**Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS! SPHS continues to be a leader in the human services field for over 50 years and counting, providing a wide variety of services throughout Butler, Fayette, Greene, Washington and Westmoreland counties.

**POSITION:** Counselor 1 or Counselor 2 (Part-Time)  
Butler Mental Health Outpatient and Drug & Alcohol

**PAY GRADE:** 12/14

**WAGE:** \$16.31/hr.-Bachelor's \$19.68/hr.-Master's (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Provides intake assessments as well as outpatient psychotherapy including, but not limited to, individual, family, and group sessions.
- Conducts assessment and diagnostic services to develop a comprehensive treatment plan and related treatment recommendations.
- Develops and implements individualized treatment plans using individual, marital, group and family methodologies.
- Participates in treatment team meetings with all levels of psychiatric and clinical staff, both individually and in group supervision.
- Initiates appropriate Intra and Inter Agency contact to facilitate the care of the individuals that are served.
- 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 or Bachelor's Degree in Social Work, Psychology or related social services with progressive experience in human services, is desirable.
- Demonstrated ability or willingness to obtain the designed managed care credential of Mental Health or successful completion of Certified Addiction Counselor (C.A.C.)
- 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, email [naffinito@sphs.org](mailto:naffinito@sphs.org) or [kjohnson@sphs.org](mailto:kjohnson@sphs.org) ATTENTION: POSTING#1915.**

**EQUAL OPPORTUNITY EMPLOYER**