

**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:** Caseworker-Psychiatric Rehabilitation Services (Part-Time)  
LTSR  
Butler, PA

**PAY GRADE:** 12

**WAGE:** \$16.31 (As a minimum)

**ESSENTIAL FUNCTIONS:**

- Implements and monitors client service plans and assists in the daily operation of program activities.
- Conducts Psychosocial Assessments and Re-assessments of clients to develop and update individualized Service Plans.
- Provides supportive counseling and intensive life skills training to individuals and client groups.
- Serves as advocate to identify and assess entitlement resources and available social and vocational services.
- Maintains current client case record activity and progress, prepares and submits all required program forms, reports and documentation in an accurate and timely manner.
- Maintains appropriate communication with internal and external programs and community resources.
- 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 or related human services field from an accredited college or university with one year experience preferred.
- Demonstrated ability to obtain vital information during an interview to make proper recommendations;
- Demonstrated knowledge of financial entitlement programs and available social services.
- 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.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to assist physically limited clients weighing up to 160 pounds.
- Ability to pack personal effects and transport mentally and physically challenged consumers.
- Ability to inspect and recognize violations pertaining to program regulations.
- Empathetic attitude and ability to deal effectively with the stress of the position.
- Ability to readily shift priorities.
- Ability to communicate with effectiveness.

**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 #1956-NO LATER THAN FEBRUARY 28, 2019.**  
**EQUAL OPPORTUNITY EMPLOYER**