

**SOUTHWEST BEHAVIORAL CARE, 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!

POSITION: Case Manager 1-Greensburg (Full-Time)  
Drug Court & Mobile D/A Case Management: Hospitals, School Districts,  
Correctional Facilities, Community-Based Services

PAY GRADE: 12

WAGE: \$31,805 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Conducts level of care assessments and coordinates referral and transportation, if needed, to the recommended treatment services for school based, hospital based and jail assessments.
- Provides case management, intervention and evaluation services at the local county correctional facility, county hospital(s) and agency office site(s).
- Travels throughout Westmoreland County to provide on-site school assessments.
- Coordinates and maintains contacts and visits to Westmoreland County School Districts and represents the program and agency at various training sessions, community education presentations and meetings.
- Provides jail based substance use group intervention services to offenders.
- As necessary, participates in all appropriate staff meetings and maintains beneficial dialogue with all members of the School SAP team, hospital staff, and jail staff, 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 outline 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 or a degree in nursing.
- Must be available to work weekend hours as needed.
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, Child Abuse Clearance from the Pennsylvania Department 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, to and from the hospital or as program needs dictate.
- Ability to observe and recognize verbal and non-verbal signs of physical or mental disorders.
- Ability to understand and follow supervisory direction.
- 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, email [naffinito@sphs.org](mailto:naffinito@sphs.org) or [kjohnson@sphs.org](mailto:kjohnson@sphs.org) ATTENTION: POSTING#1972-NO LATER THAN MAY 12, 2019.

EQUAL OPPORTUNITY EMPLOYER