

THE CARE CENTER, INC.

JOB VACANCY NOTICE

POSITION: Counselors 1 and 2 (Part-time, Contract)
Mental Health Outpatient and Drug and Alcohol
Butler, PA

PAY GRADE: 12 or 14

WAGE: \$17.00/hr. or \$25.00/hr. (as a minimum)

ESSENTIAL FUNCTIONS:

- Provides casework services and monitors client Service Plans in the daily operations of program activities.
- Conducts assessment and diagnostic services of assigned clients to develop a comprehensive Service 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 or Master's in Social Work, Psychology, Counseling and/or Sociology from an accredited college or university; experience in D & A/Behavioral Health preferred.
 - Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
 - Demonstrated ability or willingness to obtain the Certified Addiction Counselor credential after three years of employment.
 - Demonstrated ability to obtain vital information during an interview to make proper recommendations.
 - Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, Child Abuse Clearance from the Pennsylvania Department of Public Welfare and FBI Fingerprint Clearance.
 - 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 #1754

EQUAL OPPORTUNITY EMPLOYER