

THE CARE CENTER, INC.

JOB VACANCY NOTICE

POSITION: Caseworker 1 (Part-Time)
Psych Rehabilitation (Site Based)
Butler, PA

PAY GRADE: 12

WAGE: \$16.15/hr. (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.
 - Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprints Clearances.
 - Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
 - Demonstrated ability to obtain vital information during an interview to make proper recommendations
 - Ability to safely operate a variety of agency vehicles, as well as transport oneself and consumers, when necessary, in an insured personal vehicle.
 - Ability to inspect and recognize violations pertaining to program regulations.
 - Ability to work independently following established policies and procedures, including emergency situations.
 - Ability to lift and carry consumer's personal effects weighing up to 160 pounds.
 - 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#1805-NO LATER THAN JANUARY 21, 2018.

EQUAL OPPORTUNITY EMPLOYER