

# THE CARE CENTER, INC.

## **JOB VACANCY NOTICE**

**POSITION:** Caseworker 1  
Psychiatric Rehabilitation (Mobile and Site Based)  
Butler, PA

**PAY GRADE:** 12

**WAGE:** \$31,805 (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 and Child Abuse Clearance from the PA Department of Human Services and FBI fingerprints.
- 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 # 18161-NO LATER THAN AUGUST 17, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**