

**SOUTHWEST BEHAVIORAL CARE, INC.**

**Job Vacancy Notice**

**POSITION:** Caseworker 1/Psychiatric Rehabilitation Worker (PART-TIME)  
Charleroi Office

**PAY GRADE:** 12

**WAGE:** \$16.31/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 client 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 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.

**REQUIRED 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 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 Pennsylvania 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 safely operate and transport oneself and/or clients in variety of agency vehicles.
- Ability to assist physically limited clients weighing up to 160 pounds.
- Ability to inspect and recognize violations pertaining to program regulations.
- Ability to work independently following established policies and procedures, including emergency situations.
- 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, ATTENTION: POSTING#18187-NO LATER THAN SEPTEMBER DECEMBER 4, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**