

Job Vacancy Notice

POSITION: Intake Worker (PART-TIME)
Waynesburg Mental Health Outpatient and Drug & Alcohol

PAY GRADE: 12/14

WAGE: \$16.31/hr.-Bachelor's \$19.68/hr. Master's (as a minimum)

ESSENTIAL FUNCTIONS:

- Provides Assessment and casework services.
- Conducts intakes and drug screenings.
- Conducts assessment and diagnostic services of assigned clients to develop a comprehensive Service Plan for substance abuse treatment.
- Provides clinical intervention, 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.
- Collaborates with established community programs and agencies as client advocate within the social services network to include the court system.
- Maintains current client case record activity and progress; prepares and submits all required program reports and documentation in an accurate and timely manner.
- Participates in case conferences with all levels of program staff.
- 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:

- Masters' or Bachelor's Degree in Social Work or related human services field from an accredited college or university.
- Demonstrated ability or willingness to obtain the Certified Addiction Counselor credential.
- 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 transport oneself in an insured vehicle, as program needs dictate.
- Ability to interpret detailed medical records and documentation obtained from health care providers.
- Ability to understand and follow supervisory direction.
- Ability to communicate with effectiveness.
- Ability to work independently following established policies and procedures.

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#18189.

EQUAL OPPORTUNITY EMPLOYER