

# THE CARE CENTER, INC.

## JOB VACANCY NOTICE

**POSITION:** Counselor 1 or 2 (Temporary Full-Time)  
Waynesburg Mental Health Outpatient/Drug & Alcohol

**PAY GRADE:** 12 or 14

**WAGE:** \$31,805 (Bachelor's) or \$38,376 (Master's) (as a minimum)

### **ESSENTIAL FUNCTIONS:**

- Provides intake assessments as well as outpatient psychotherapy including, but not limited to, individual, family and group sessions.
- Conducts assessment and diagnostic services to develop a comprehensive treatment plan and related methodologies.
- Develops and implements individualized treatment plans using individual, marital, group and family methodologies.
- Participates in treatment team meetings with all levels of psychiatric and clinical staff, both individually and in group supervision.
- Initiates appropriate Intra and Inter Agency contact to facilitate the care of the individuals that are served.
- Prepares, maintains and submits all assigned case records, charts, reports, forms and other required documentation in a professional 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:**

- Master's Degree in Social Work, Psychology or related social services field or a Bachelor's Degree in Social Work, Psychology or related social services field with progressive experience in human services, is desirable.
- Demonstrated ability or willingness to obtain the designated managed care credential of Mental Health Professional or Certified Addiction Counselor.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Dept. of Human Services 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 communicate with effectiveness and provide constructive feedback to staff.

**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#18222-NO LATER THAN DECEMBER 23, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**