

SOUTHWEST BEHAVIORAL CARE, INC.

JOB VACANCY NOTICE

REVISED

POSITION: Case Manager 1-Greensburg (Full-Time)
Drug Court & Mobile D/A Case Management: Hospitals, School Districts,
Correctional Facilities, Community-Based Services

PAY GRADE: 12

WAGE: \$31,805 (as a minimum)

ESSENTIAL FUNCTIONS:

- Conducts level of care assessments and coordinates referral and transportation, if needed, to the recommended treatment services for school based, hospital based and jail assessments.
- Provides case management, intervention and evaluation services at the local county correctional facility, county hospital(s) and agency office site(s).
- Travels throughout Westmoreland County to provide on-site school assessments.
- Coordinates and maintains contacts and visits to Westmoreland County School Districts and represents the program and agency at various training sessions, community education presentations and meetings.
- Provides jail based substance use group intervention services to offenders.
- As necessary, participates in all appropriate staff meetings and maintains beneficial dialogue with all members of the School SAP team, hospital staff, and jail staff, as necessary, regarding assigned clients.
- Maintains current client case record activity and progress; prepares and submits all required program reports and documentation in an accurate and timely manner.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outline 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 or a degree in nursing.
- Must be available to work weekend hours as needed.
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, Child Abuse Clearance from the Pennsylvania Department of Human Services and FBI Fingerprint Clearance.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to transport oneself in an insured vehicle, to and from the hospital or as program needs dictate.
- Ability to observe and recognize verbal and non-verbal signs of physical or mental disorders.
- Ability to understand and follow supervisory direction.
- 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#18234-NO LATER THAN DECEMBER 6, 2018.

EQUAL OPPORTUNITY EMPLOYER