

**SOUTHWEST BEHAVIORAL CARE, INC.**

**JOB VACANCY NOTICE**

**POSITION:** Case Manager 1  
Student/Adolescent/Adult Evaluator/D&A Case Management  
Westmoreland County Schools, Community-Based Services

**PAY GRADE:** 12

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

**ESSENTIAL FUNCTIONS:**

- Provides Case Management services and implements service plans for special program population, including general community adults.
- Conducts assessment of assigned clients to develop a comprehensive service plan for substance abuse services.
- Travels throughout Westmoreland County to provide on-site school assessments and adult community assessments.
- Coordinates and maintains contacts and visits to Westmoreland County School District and represents the program and agency at various training sessions, community education presentations, and meetings.
- Participates in all appropriate staff meetings and maintains beneficial dialogue with all members of the SAP team, 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 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.
- Minimum 1 year case management or substance abuse experience required.
- Must be able to work weekends and evenings as required.
- Demonstrated ability or willingness to attend all trainings required of the position.
- 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 PA Department of Public Welfare 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 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#1862-NO LATER THAN APRIL 30, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**