



Providing Health and Human Services since 1967

Current Job Availabilities

ADULT BLENDED CASE MANAGEMENT

Intensive Case Manager

Evaluates, determines and refers individuals to appropriate resources in order to live stable, safe and healthy lives in a community of their choice. Will maintain a caseload in compliance with DBH standards and complete the registration process for new clients within required timeframe. Identify community resources and coordinate services to meet the client's needs.

Qualifications: Bachelor's degree from a four-year college or university in an acceptable discipline and one year relevant experience.

CHILDREN'S OUTPATIENT

Mental Health Professional, LCSW

Provides therapeutic counseling to participants and their families within outpatient settings, on a daily basis. Will function as liaison to placement agencies, schools and foster homes on behalf of agency. Responsible for completion of required documentation and maintenance of clinical records including treatment planning, updates, progress notes and discharges etc., in accordance with accreditation and licensing standards, manage care expectations and agency policy and procedures.

Qualifications: Master's Degree in Human Services with two years of clinical experience in biopsychosocial assessments and intakes. Must have LCSW

FAMILY BASED

Counselor II (Deaf Team) (FT)

Responsible for development and implementation of all therapeutic strategies in accordance with the Family based model, providing guidance and structure to actively support the child and/or families with achieving their treatment plan goals. Also assist families in caring for deaf or hard of hearing children or adolescents with emotional problems.

Qualifications: Master's Degree in Human Services, three years of experience working with children/adults in a therapeutic setting, strong analytical and problem solving skills required. Fluency in

(Counselor II Qualifications – continued...)

in American Sign Language (ASL) and knowledge of deaf culture needed for assignment to Deaf Team. Valid driver's license and vehicle required

Counselor II (FT)

Responsible for development and implementation of all therapeutic strategies in accordance with the Family based model, providing guidance and structure to actively support the child and/or families with achieving their treatment plan goals.

Qualifications: Master's Degree in Human Services, three years of experience working with children/adults in a therapeutic setting, strong analytical and problem solving skills required. Valid driver's license and vehicle required.

MEDICALLY ASSISTED TREATMENT (MAT) PROGRAM

Addictions Therapist (FT)

The selected candidate will provide drug and alcohol treatment and case management services to individuals presenting with an addiction and/or co-occurring disorder. The tasks will include, but not limited to, individual and group counseling, services, responsible for meeting the required hours of direct services, complete assessments, treatment plans, progress notes and other clinical documents.

Qualifications: Bachelor's Degree in an accepted discipline from an accredited college or university; two years paid related experience and/or training. Should possess excellent planning/organizing skills, good people skills; possess a strong work ethic and dependability is a must.

File Clerk (FT)

Responsible for maintaining all medical records for the Addictions Services programs and provides support functions to the unit. The unit is a very busy work environment with a high level of record keeping, and will include high traffic of clients, staff and telephone contact.

Qualifications: High School Diploma, one year of general clerical experience. Excellent editing and proofing skills, attention to details, able to interact with the general public and co-workers of all levels.

RESIDENTIAL

Mental Health Assistant (PT)

Provides supportive services to individuals living in a residential setting; teaches and monitors independent living skills needed to accomplish goals tailored with the individual's input. Monitors and documents residents with self-medicating practices; assists residents according to their individual medication service plan. Completes all required paper work, including daily progress notes, room checks, medication logs and other documentation as assigned.

Qualifications: Bachelor's degree with two years related experience and/or training is required for this position and excellent people skills; resolution orientated. Valid driver's license and acceptable driving record and current CPR and First Aid certification required.

SUPPORTS COORDINATION

Supports Coordinator (FT)

This position will work with individuals with intellectual developmental disabilities and their families. Facilitate individual plan development, locate providers, coordinate and monitor the provision of services and supports per individual support plans, with the ultimate goal of a successful integration of the individual into the community. Perform consistent contact with the individuals and family, identify individual needs; vocational, social, emotional, psychological, residential, cultural, legal and environmental, using a person-centered process. Maintain accurate services notes in HCSIS as required to meet Agency, Local, State and Federal mandates. Able to speak, write and read Spanish fluently.

Qualifications: Bachelor's Degree from a four-year accredited College or University which includes or is supplemented by at least 12 college credits in Sociology, Social Welfare, Psychology, Gerontology, Criminal Justice, or other related Social Science. At least one year related experience and/or training; or equivalent combination of education and experience required. Valid Driver's License as position also includes some local travel.

SC Data Specialist (FT)

The SC Data Specialist serves as the primary Supports Coordinator for the coordination and reporting of face-to-face monitoring in HCIS. This position will be performed consistently with the values, principals and philosophy of The Everyday Lives Publications Agency, local, state and federal mandates. This employee must have a strong belief that people with disabilities can achieve positive outcomes, have value and contribute to their community. Will review information gathered at face-to-face monitoring to ensure accuracy and integrity of information. Ensures information is accurately documented in the monitoring tool in HCSIS and ensures that the confidentiality of records is maintained.

Qualifications: Bachelor's degree, which includes or is supplemented by at least 12 college credits in social sciences; or two years' experience as a County Social Service Aide. Must be proficient in Microsoft Office applications; must pass a computer competency test, Data Entry Skills, HCSIS and Excel, and have excellent organizational and time management skills.

Base Coordinator (FT)

This position will provide administrative and clinical assistance to the Supports Coordination staff to ensure clinical services are in compliance with, local, state and federal regulations, funding source requirements agency policies and procedures. Will provide administrative support to departmental staff, receive FDSS vouchers and process payments for services and review all waiver packets documentation.

Qualifications: High School diploma or equivalent; Associates Degree preferred or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or combination of education and experience. Requires strong organizational skills and the ability to perform multiple tasks, set priorities and meet expectations. Proficiency in Microsoft Office (Word, Excel, Access and PowerPoint).

Administrative Assistant (FT)

Provides various administrative support duties to include taking referrals, client registration and maintenance of information.

Qualifications: High school Diploma and some college or business school preferred, 3 to 5 years administrative experience. Proficient in Microsoft Office (Word, Excel, Access, and PowerPoint).

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All candidates must successfully complete and pass all background checks.

**Contact: Talent and Stakeholders' Support (TSS) Department
3751 Island Avenue | Suite 303 | Philadelphia, PA 19153
Telephone: 215-596-8100 | Fax: 215-382-4934**

The Consortium, Inc. is an Equal Opportunity Employer (M/F/D/V)

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