



**Providing Health and Human Services since 1967**

## **Current Job Availabilities**

### **ADULT OUTPATIENT PROGRAM**

#### **Mental Health Professional, LCSW (FT)**

Completes assessments, treatment plans, progress notes, discharges and other clinical and administrative documents in accordance with agency standards, manage care and licensing requirements. Provide crisis management in consultation with supervisor, psychiatrists and/or treatment team as required. Attends and participate in scheduled case conferences and staff meetings. Make referrals to other Consortium services, outside agencies and support networks.

**Qualifications:** Master's degree in Social Services with four years related services. Experience working with individuals with co-occurring disorders (MH/MR or MH/DA). Clinical Social Worker licensed required.

### **BUSINESS OFFICE**

#### **Service Data Specialist (FT)**

This position will accurately complete and process all daily activity sheets (DAS) for services performed by programs each day. All services will be captured daily in the agency computer system and signed off on regarding completeness and accuracy by program leaders. This position will also support the Participant Records Specialist in researching and resolving suspense and rejected items and other analyses as required by the Business Office Management and program management for matters such as staff productivity and utilization etc. Must be able to accurately enter daily activity sheets data related to services rendered into the system each business day. Makes necessary correction to information entered into the system as evidenced by the Billing Edit report. Runs and uses daily batch edit reports to indicate data omissions or errors and corrects such, prior to submitting batch to Program management for review and authorization, prior to releasing batches for processing.

#### **Qualifications:**

High School diploma with two years experience working in a billing and process oriented job. Able to type 40-45 wpm as assessed and documented by the Agency recruiting process. Have working knowledge and proficient use of Microsoft Office (WORD, Excel), effective oral and written communication skills.

## **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, 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. Clinical Social Worker licensed required.

## **FAMILY BASED**

### **Program Manager (FT)**

This position is responsible for providing and implementing the Family Based Eco-systemic therapeutic approach by; Establish standardized measures of treatment fidelity and client outcomes, provide focused experiential based learning, foster hopefulness and positive morale's, build clinical competencies and assist staff in the event of crisis or challenging situations to encourage an effective impact of treatment.

**Qualifications:** Master's Degree and has five years of clinical experience in human services, excellent clinical, oral and written communication skills. Experience in a leadership role and/or one year of supervisory experience. Familiar with CASSP system, DBHIDS Practice Guidelines, valid driver's license and vehicle required.

### **Counselor II – Bilingual ASL (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 hearing impaired 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 American Sign Language (ASL) and knowledge of deaf culture needed for assignment to Deaf Team. Valid driver's license and vehicle required.

## **FISCAL**

### **Accounts Payable/Receivable Specialist (FT)**

This position compiles and maintains data, computes fees and charges, and prepares invoices for billing purposes. Duties include: verifying accuracy of billing data and revising errors, prepares invoice notices and audit bills as necessary. Prepares accounts payable checks, prints all accounts payable reports and maintains all accounts payable files. Answer mail or telephone inquiries regarding rates, routing or procedures. Assist in monthly closings, accounts receivable and special projects, as necessary.

## **Accounts Payable/Receivable Specialist continued....**

**Qualifications:** Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/training; or equivalent combination of education and experience. Ability to read and comprehend instructions, short correspondence, memos, calculate figures such as discounts, interest, commissions, proportions, percentages. Knowledge of accounting software; database software; internet software; spreadsheet software and word processing software (WORD, Excel, Access, PowerPoint, Quick Books)

## **FUNCTIONAL FAMILY THERAPY**

### **Psychologist (FT)**

The selected candidate for this position will diagnose, assess and treat a variety of behavioral health disorders for a child, adolescent and his or her family with intensive therapeutic services "psychotherapy" in the child's home, school or elsewhere in the child's community. The psychologist may modify, design or implement programs and services to assist in the diagnosis, assessment and treatment of mental health and substance abuse disorders. Complete CB's in the home and/or community, train and supervise in areas related to diagnosis, assessment and treatment of mental health and substance abuse disorders.

**Qualifications:** PhD, PSY.D or ED.D. Current PA Psychology license must be valid and in good standing. Four years experience conducting individual, group or family psychotherapy. Excellent people skills, knowledge of Managed Care, ability to travel and work independently. Current liability insurance according to state regulations and meet eligibility as a Medicare and Magellan participant.

## **MEDICAL DEPARTMENT**

### **Psychiatrists (FT or PT)**

Provides direct psychiatric services including comprehensive evaluation, diagnosis, medication management and treatment planning for patients with co-occurring psychiatric and substance use disorders. The candidate must be licensed to prescribe medications in PA and meet eligibility as a Medicare and Magellan Participant.

**Qualifications:** MD or DO degree; Board Certified/Eligible, Liability Insurance according to regulations, and DEA Certification.

### **Certified Psychiatric Registered Nurse Practitioner (FT or PT)**

Working within the Behavioral Health programs providing psychiatric evaluation and on-going medication management; providing medication education, administration and support, and consulting with supervisory psychiatrist as necessary.

**Qualifications:** Graduate of an approved school of Nursing and accredited nurse practitioner program; current and valid license as a Registered Nurse and certification as a CRNP by the PA State Board of Nursing; evidence of continuing competency in the area of medical diagnosis and therapeutics; must have current, valid DEA certification and proof of professional liability insurance.

## **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, crisis prevention/intervention orientated. Valid driver's license and acceptable driving record and current CPR and First Aid certification are 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.

**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 Sciences. At least one year related experience and/or training; or equivalent combination of education and experience required. A valid driver's license is required 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

**Base Coordinator continued....**

requirements, agency policies and procedures. Will provide administrative support to departmental staff, receive family driven supply services (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) are required.

*All candidates must successfully complete and pass all background checks.*

**Contact: Talent and Stakeholders' Support (TSS) Department  
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**The Consortium Inc. is an Equal Opportunity Employer (M/F/D/V)**

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