



Providing Health and Human Services since 1967

Current Job Availabilities March 2020

ADULT BLENDED CASE MANAGEMENT

Supervisor (FT)

This position is responsible for the supervision of an Intensive Case Management team and ICM assistant. This includes supervision of client care, responsibility for team production and implementation of administrative policy. In addition to training staff, this position will also provide support to staff in addressing crisis situations, will promptly report program concerns and incidents to program director, collects data, monitors and meets deadlines for all required reports.

Qualifications: Master's degree or equivalent; four to ten years related experience and/or training, or equivalent combination of education and experience. Must have excellent leadership skills, strong organizational skills, knowledge of Microsoft Office (Word, Excel), and over-all computer skills and the internet. Must be able to travel within the Philadelphia region 40% of the time.

Intensive Case Manager (FT)

Evaluates, determines and refers individuals to appropriate resources so they may 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 a 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. Must have knowledge of Microsoft Office (Word, Excel) and over-all computer skills.

SEEDS of HOPE

Recovery Facilitator (FT)

The Recovery Facilitator, in collaboration with the director, supervisor, Community Integration Specialist and treatment team, offers hope and inspiration to people in recovery, helping them realize their dreams and build meaningful lives within their community. Excellent people skills will be used in Recovery Planning, supporting community integration to ensure exposure and inclusion, offering a variety of supports and encouraging personal wellness. Must have a willingness to be a mentor, motivator, skills builder and educator for people working toward success, in their recovery plans.

Recovery Facilitator continued ...

Qualifications: Bachelor's degree and at least two years of mental health direct care experience preferred. General knowledge of Principles of Recovery and Psychosocial Rehabilitation and the ability to work a flexible schedule which may include evenings and/or weekends.

Community Integration Specialist (FT)

The Community Integration Specialist (CIS), in collaboration with the Seeds of Hope team, will provide assistance and opportunities for the individuals enrolled in the service to direct their own recovery plan, build self worth, wellness and build a meaningful life in their community. The CIS will attend and participate in team meetings and case conferences, welcome newly admitted individuals, assist in their orientation to the program by sharing information about the program expectations and opportunities. CIS will also provide assistance to individuals in identifying community resources that support their goals to have a meaningful role in the community.

Qualifications: High school diploma or GED, and Peer Specialist Certification are required and certification must be maintained. Interchangeable requirements are: 12 months experience, either full or part time, paid or volunteer positions, having occurred within the last 3 years. One-year of college or other educational experience within the last three years, can be substituted for the work experience

CHILDREN'S OUTPATIENT

Mental Health Professional (FT)

Provide 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 the 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 license preferred.

FAMILY BASED

Counselor II (FT)

Provide group, individual therapy and case management services to children and their family members. Develop and implement 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. Completion of progress notes per activity and/or reports as required and identify community resources to meet the needs of the individuals served. Will work closely with the program manager to assist with family treatment and review cases for prevention and intervention of a crisis nature.

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

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 must meet eligibility as a Medicare and Magellan participant.

Administrative Coordinator (FT)

The selected candidate will oversee a wide variety of administrative, office management and program support activities on behalf of the Children's Outpatient Department and FFT. Will serve as the primary point of operational and administrative contact for internal and external constituencies. Perform difficult, complex and/or specialized office support work, which requires the exercise of independent judgment and detailed knowledge of the agency policy and procedures of the departments.

Qualifications: Associates degree-preferred, two years administrative experience and two years supervisory experience preferred. Proficiency in Microsoft Office (Word, Excel, and Power Point) and over-all computer skills, excellent grammar, spelling and composition skills, strong editing and proofing skills are also required. Must be able to maintain confidential/sensitive information, be a self-starter and have the ability to handle multiple priorities in a high-volume work environment.

MEDICATION ASSISTED TREATMENT (MAT) PROGRAM

Administrative Supervisor (FT)

Will supervise the quality of services provided by administrative staff to ensure coordination with the clinical operations, contributing to the provision of consistent service delivery that meets the needs of each individual. Duties include developing efficient processes to ensure administrative functions are running smoothly, staff training, supervising and evaluating staff, manages the incident review/investigation process, ensures compliance with Medical Records and maintenance of all client records.

Qualifications: Master's degree-preferred, two years experience, Bachelor's degree, three years experience or Associates degree with four years experience. Experience should be in human services, preferably in a drug and alcohol setting with at least one area of either supervisory, direct service or program planning experience. Knowledge of Medication Assisted Treatment (MAT) and experience in developing behavioral interventions is a plus.

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 are not limited to, individual and group counseling services, will be 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; possessing a strong work ethic and dependability is a must.

Certified Medical Assistant (FT)

The Medical Assistant is a multi-skilled health professional who works independently with other care professionals to provide quality health care to the patients. The Medical Assistant will perform both administrative and clinical skills in the medical care environment; scheduling appointments with physicians, prepare patient charts for physicians, filing and maintaining medical documents, obtain and document vital signs, draw and collect blood samples, prepare specimens for laboratory analysis, refer patients to case manager, supervisor and/or counselors as necessary.

Qualifications: Associates degree – preferred, required Medical Assistant certificate and two years-experience as a medical assistant. Must be dependable, people oriented, detailed oriented and be able to work well within a high pressure environment.

MEDICAL DEPARTMENT

Consulting Psychiatrist (PT)

Provide up to 24 hours of direct psychiatric services; comprehensive evaluation, diagnosis and treatment planning for adult patients, including medication management to individuals 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 eligible/board certified, must have current liability insurance according to state regulations and DEA Certification required.

RESIDENTIAL

Residential Recovery Specialist (FT)

Provides support, case coordination, crisis intervention and social/recreational services to residents in a residential setting and will assist as the back-up to the Site Supervisor on various occasions. Completes all service plans with the residents' input. Establishes and maintains effective communication with other programs and agencies involved with the residents' treatment and rehabilitation needs. Completion of all required documentation, will assist with case conferences and other documentation in compliance with agency, county, state and federal requirements.

Residential Recovery Specialist continued ...

Qualifications: Bachelor's degree preferred with two years related experience and/or training is required or an Associate's degree with the equivalent of five years related experience. Licensed driver preferred.

Mental Health Assistant (FT and PRN)

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 along with excellent people skills, crisis prevention and intervention orientated. Valid driver's license and acceptable driving record as well as current CPR and First Aid certification are required.

SUPPORTS COORDINATION

Supervisor (FT)

Provide administrative, clinical leadership and supervision to the Supports Coordinators' team. Coordinate the activity of the team and assist the Division Director and Unit Managers with program needs. Trains, mentors and evaluates the Supports Coordinators of their assigned team. Reviews and submits consumer and annual Individual Services Plans in HCSIS. Facilitates the implementation and evaluates the effectiveness of the plans for the Supports Coordinators.

Qualifications: Bachelor's degree with a major coursework in Sociology, Social Welfare, Psychology, Gerontology, Criminal Justice or other related social sciences. Two years' experience as a Supports Coordinator; or have a combination of experience and education equaling at least six years of experience in public or private social work including at least 24 college-level credit hours in Sociology, Social Work, Psychology, Gerontology or other related social science. Must have knowledge of Pennsylvania's intellectual disability and autism service system which includes successful completion of Person-Centered Thinking training and Person-Centered Planning training. Three to five years-experience in a supervisory position. Five years working with the mental health/intellectual and developmental disabilities population and knowledge of the Intellectual and Developmental Disabilities system and commitment to Everyday Lives values.

Supports Coordinator (FT)

This position will work with individuals with intellectual developmental disabilities and their families, will 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. Maintain consistent contact with the individuals and family, identify individual needs in vocational, social, emotional, psychological, residential, cultural, legal and environmental areas, using a person-centered process. Maintain accurate services notes in HCSIS as required to meet agency, local, state and federal mandates.

Supports Coordinator continued ...

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 are required. A valid driver's license is required as position also includes some local travel.

All candidates must have a certificate of completion in the “Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania” on-line training requirements and 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**

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