

**ASPIRE BEHAVIORAL HEALTH & DEVELOPMENTAL DISABILITY SERVICES
JOB ANNOUNCEMENT**

Job Title: HEALTH SERVICES TECHNICIAN (4p-12p) & (12a-8a) Classified _____ Unclassified <u> X </u>		Unit and Location of Position: Touchstone Residential – Arlington, Ga.	
Announcement Begin Date: March 1, 2017		Announcement Deadline: Until filled	Telephone #: (229) 430-4433
Position Number: 00213514	Pay Grade: 07	Annual Salary Range: \$20,039.02	
GENERAL NATURE OF WORK: Under direct supervision, performs assigned direct care activities, basic nursing procedures and training for consumers in the Navigation Unit. Implements assigned parts of the individualized treatment plans. Assists consumers in learning daily living skills, participates in recreational and social activities and accompanies consumers to appointments and activities. Observes and documents consumer behavior.			
QUALIFICATIONS: Any combination of training and experience that would have enabled the applicant to have acquired the necessary knowledge, skills, and abilities.			
OTHER DESIRED QUALIFICATIONS APPLICABLE TO THIS POSITION: Six months of experience performing direct care activities, basic nursing procedures and/or training for persons with physical disabilities, developmental disabilities, mental health, and/or addictive diseases disabilities.			
<input checked="" type="checkbox"/> A pre-employment physical required for appointment to position. <input checked="" type="checkbox"/> A fingerprint criminal records investigation required for appointment to position. <input checked="" type="checkbox"/> Pre-employment drug testing and random alcohol/drug testing required for appointment to position. <input checked="" type="checkbox"/> Males between 18 and 26 years of age required to present proof of having registered with the Selective Services System as required by federal law or of being exempt from such registration. <input type="checkbox"/> An official transcript required from the college that granted your hours and/or degree. The transcript (Primary Source) will need to be furnished to the Personnel Department.			
ALL RELEVANT INFORMATION IS SUBJECT TO VERIFICATION			
APPLICATION INSTRUCTIONS: Complete application in exact accordance with instructions on how to complete the work history. Describe background in full and make certain application is signed and dated by applicant. Applications must include a telephone number where the applicant can be reached during the daytime. Incomplete applications, applications with insufficient detail, or applications that are otherwise unacceptable may be returned and can result in applicants not being considered for the position.			
APPLICATIONS MUST BE RECEIVED NO LATER THAN THE DEADLINE: PERSONNEL OFFICE ASPIRE BH & DD SERVICES P.O. BOX 1988 ALBANY, GA 31702-1988 FAX (229) 430-1719 For More Information Visit – www.albanycsb.org NO PHONE CALLS PLEASE! Due to the volume of applications received, we are unable to provide information on application status. Only applicants selected for an interview will be notified. All qualified applicants will be considered; but may not necessarily receive an interview.			
An applicant who has a disability which requires special accommodation should contact Personnel at (229) 430-4433			
TYPE OF RECRUITMENT: (Mark type of recruitment. More than one type may be selected.) <input checked="" type="checkbox"/> This announcement is open to all qualified applicants. <input checked="" type="checkbox"/> This announcement is open to all current Aspire BH & DD Services employees who meet minimum qualifications for the position. They include one year of continuous employment in current position, no disciplinary actions, investigations or incidents.			
Aspire Behavioral Health & Developmental Disability Services does not refuse services or employment to anyone based on race, color, national origin, gender, disability, age, or religious or political opinions or affiliations.			
THIS POSITION IS COVERED UNDER THE GEORGIA MERIT SYSTEM OF PERSONNEL ADMINISTRATION AND MUST BE FILLED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE STATE PERSONNEL BOARD.			