

ASPIRE BEHAVIORAL HEALTH & DEVELOPMENTAL DISABILITY SERVICES JOB ANNOUNCEMENT

Job Title: RESIDENTIAL SERVICES COORDINATOR Unclassified <u> X </u>		Unit and Location of Position: Behavioral Health and Developmental Disability – Albany, GA	
Announcement Begin Date: July 14, 2017		Announcement Deadline: Open until filled - subject to close at any time once a satisfactory applicant pool has been identified.	Telephone #: (229) 430-4433
Position Number: 00204324	Pay Grade: 11	Annual Salary: \$32,170.90 Negotiable dependent upon education and experience	
GENERAL NATURE OF WORK: Under limited to broad supervision, Plans, manages, and evaluates social services programs. Identifies and coordinates resources. Administers and coordinates the services and program activities in dependency, mental illness, youth development, or physical or developmental disability programs. Supervises and plans work of assigned staff.			
QUALIFICATIONS: Entry qualifications require five years of related experience with at least three of those in a supervisory role.			
OTHER DESIRED QUALIFICATIONS APPLICABLE TO THIS POSITION:			
<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 checked="" 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 with application materials.			
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 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.			
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 BH & DD 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. An applicant who has a disability which requires special accommodation should contact Personnel at (229) 430-4433 for assistance.			
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.			