

**ALBANY AREA COMMUNITY SERVICE BOARD  
JOB ANNOUNCEMENT**

Job Title: <b>SOCIAL SERVICES COORDINATOR 1, Licensed Outpatient Clinical Coordinator</b>		Unit and Location of Position: <b>Dougherty County Outpatient – Albany, GA</b>	
Classified _____ Unclassified <u> X </u>			
Announcement Begin Date: March 1, 2017		Announcement Deadline: <b>Open until filled</b>	Telephone #: (229) 430-4433
Position Number: 00204891	Pay Grade: 16	Annual Salary: \$40,982.94 dependent upon education and experience	
<b>GENERAL NATURE OF WORK:</b> Under limited to broad supervision, manages, coordinates and directs the clinical and/or social services activities of a comprehensive program or multiple programs in an assigned geographical area(s). Directly and indirectly supervises a moderate sized staff of social service professionals/Para-professionals in the diagnoses, evaluation and treatment of emotional, cognitive, developmental, behavioral and interpersonal disorders, illnesses and disabilities.			
<b>QUALIFICATIONS:</b> Licensure as a Licensed Clinical Social Worker, Licensed Professional Counselor or Licensed Marriage and Family Therapist by the Georgia Composite Board of Professional Counselors, Social Workers and Marriage and Family Therapists and three years of experience in the provision of professional therapeutic services to individuals with mental health or mental retardation problems.			
<b>OTHER DESIRED QUALIFICATIONS APPLICABLE TO THIS POSITION:</b>			
<input 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 Human Resources Department.			
<b>ALL RELEVANT INFORMATION IS SUBJECT TO VERIFICATION</b>			
<b>APPLICATION INSTRUCTIONS:</b> 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.			
<b>APPLICATIONS MUST BE RECEIVED NO LATER THAN THE DEADLINE:</b>			
HUMAN RESOURCES OFFICE ASPIRE BH & DD SERVICES 1120 WEST BROAD AVENUE, SUITE C5 P.O. BOX 1988 ALBANY, GA 31702-1988 (229) 430-4433 / FAX (229) 430-1719			
An applicant who has a disability which requires special accommodation should contact HR at (229) 430-4433			
<b>TYPE OF RECRUITMENT:</b> (Mark type of recruitment. More than one type may be selected.)			
<input type="checkbox"/> This announcement is open to all qualified applicants. <input type="checkbox"/> Employees currently in a classified position with permanent status would keep their classified status if selected for this position. <input checked="" type="checkbox"/> This announcement is open to all current Aspire BH & DD Services employees who meet minimum qualifications for the position.			
The Albany Area Community Service Board does not refuse services or employment to anyone based on race, color, national origin, gender, disability, age, or religious or political opinions or affiliations.			
<b>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.</b>			