

**ALBANY AREA COMMUNITY SERVICE BOARD
JOB ANNOUNCEMENT**

Job Title: SOCIAL SERVICES TECHNICIAN 2 (6 positions) Unclassified <u> X </u>		Unit and Location of Position: Calhoun Co BH	
Announcement Begin Date: October 27, 2016		Announcement Deadline: Open until filled - subject to close at any time once a satisfactory applicant pool has been identified.	
		Telephone #: (229) 430-4433	
Position Numbers: 00212837	Pay Grade: 09	Annual Salary Range: Competitive salary based on education, training, certifications, and experience	
<p>GENERAL NATURE OF WORK: Provides a broad range of paraprofessional social services to patients/clients/consumers and their families. Conducts patient/client/consumer intakes, participates in treatment team planning, and performs crisis intervention. Assists in dealing with personal and social problems. May provide supportive counseling to consumers and families and/or serve as a liaison for social services. May perform case management duties.</p>			
<p>QUALIFICATIONS: High school diploma or GED and two years' experience in a social services related position OR Bachelor's degree in a social services related field OR One year at the lower level or position equivalent</p>			
<p>OTHER DESIRED QUALIFICATIONS APPLICABLE TO THIS POSITION</p>			
<p>() A pre-employment physical required for appointment to position. (X) A Fingerprint Based Background Check of the Georgia and Federal Criminal History Record Databases required for appointment to position. () Pre-employment drug testing and random alcohol/drug testing required for appointment to position. (X) 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. (X) 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.</p>			
<p>ALL RELEVANT INFORMATION IS SUBJECT TO VERIFICATION</p>			
<p>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 which are otherwise unacceptable may be returned and can result in applicants not being considered for the position.</p>			
<p>APPLICATIONS MUST BE RECEIVED NO LATER THAN THE DEADLINE: PERSONNEL OFFICE ALBANY AREA COMMUNITY SERVICE BOARD 1120 WEST BROAD AVENUE, SUITE B-4 P.O. BOX 1988 ALBANY, GA 31702-1988 FAX (229) 430-1719</p> <p>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.</p>			
<p>TYPE OF RECRUITMENT: (Mark type of recruitment. More than one type may be selected.) (X) This announcement is open to all qualified applicants. () This announcement is open to all current Albany Area BH/DD/AD Services employees who meet minimum qualifications for the position.</p>			
<p>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. An applicant who has a disability which requires special accommodation should contact Personnel at (229) 430-4433 for assistance.</p>			
<p>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.</p>			