

**ASPIRE BH & DD SERVICES
JOB ANNOUNCEMENT**

Job Title: SOCIAL SERVICES TECHNICIAN 3 Unclassified <u> X </u>		Unit and Location of Position: Forensics Program Albany, Georgia	
Announcement Begin Date: December 19, 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: 00215632	Pay Grade: 11	Annual Salary: \$24,322.01	
GENERAL NATURE OF WORK: Provides a broad range of paraprofessional social services to patients/clients/individuals served and their families. Conducts patient/client/individual intakes, participates in treatment team planning, and performs crisis intervention. Assist 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.			
QUALIFICATIONS: Entry qualifications include a high school diploma or GED and two years' experience in a social services related position OR a Bachelor's degree in a social services related field OR one year at the lower level.			
OTHER DESIRED QUALIFICATIONS APPLICABLE TO THIS POSITION: Experience helping participants in the areas of sports, crafts and other hands on projects. Males familiar with African American cultures.			
<p>(X) A pre-employment physical required for appointment to position.</p> <p>(X) A fingerprint criminal records investigation required for appointment to position.</p> <p>(X) Pre-employment drug testing and random alcohol/drug testing required for appointment to position.</p> <p>(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.</p> <p>(X) A transcript (Primary Source) from the college that granted your hours and/or degree will need to be furnished to the Human Resources Department with application materials for verification. An official transcript will be required within 30 days if appointment is made to the position.</p>			
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.			
<p>APPLICATIONS MUST BE RECEIVED NO LATER THAN THE DEADLINE TO:</p> <p style="text-align: center;">PERSONNEL 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</p> <p>An applicant who has a disability which requires special accommodation should contact HR at (229) 430-4433</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>			
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.			