

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

Job Title: SOCIAL SERVICES TECHNICIAN 3 Unclassified <u> X </u>		Unit and Location of Position: Community Outpatient Services, Colquitt, GA (Aspire – Miller CST)	
Announcement Begin Date: November 15, 2017	Announcement Deadline: Open until filled	Contact: Personnel Department 229-430-4433	
Position Number: 210562	Pay Grade: 11	Annual Salary: \$24,322.01	
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. 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. Performs lead worker functions.			
QUALIFICATIONS: Implements and organizes the delivery of specific social services within the community. Monitors patient's/client's/consumer's progress towards treatment goals. Completes patient/client/consumer intakes based on interviews with patients/clients/consumers, their families, significant others and appropriate community agencies. Assists clients in locating and utilizing community resources including legal, medical, financial assistance, and other referral services. Provides short term case management and referral services to clients with emergency situations. Provides crisis intervention and emergency shelter services. Counsels clients living in group homes and halfway houses; assists in prerelease and release planning. Maintains contact with other social service agencies and health care providers involved with clients to provide information and obtain feedback on client's overall progress. Implements life skills workshops and programs in behavior management, youth services, community and social services. Maintains program statistics for purposes of evaluation and research. Prepares intake reports and case history records. Performs lead worker functions including assigning and reviewing subordinates work. Performs job responsibilities with minimal supervision. Serves as job expert or organization resource in assigned areas.			
OTHER DESIRED QUALIFICATIONS APPLICABLE TO THIS POSITION: Preference will be given to those in addition to meeting the minimum qualifications who also possess the following: working knowledge and experience with wellness and recovery treatment models; ability to coordinate and organize delivery services; knowledge of crisis intervention, knowledge of target population, ability to implement and facilitate workshops, work independently and prepare reports.			
<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"/> A transcript (Primary Source) from the college that granted your hours and/or degree will need to be furnished to the Personnel Office with application materials for verification. An official transcript will be required within 30 days if appointment is made to the position.			
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 BHDD 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.			
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 BHDD 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.			