



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Residential Services Coordinator

Job Information

Job Type: Full-Time

Pay Grade: \$20.19 hr / \$42,000 yr

Program: Developmental Disabilities

Location: Muscogee County

Posting Date: 04/29/2020

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

***ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. ***

Submit Completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
1215 2nd Ave
Columbus, Georgia 31901

Fax: (706) 317-5004

Email:
jobs@nhbh.org

Website: www.nhbh.org

Job Description

Coordinates, plans and evaluates all phases of a comprehensive I/DD residential program. Ensures that all licensed sites adhere to HFR Standards. Conduct site visits regularly. Attends ISP meetings as DDP. Implements and maintains program policies and procedures. Ensures completion and submission of all corrective action plans. Conduct interviews to fill open positions. Ensures assignment of a case manager to each individual for placement. Establishes on-call expectations for site supervisors. Secures all needed support services for individuals in the Residential Program. Supervises human relations and employee relation functions of Residential Program. Conducts staff meetings. Identifies training needs. Recommends or initiates disciplinary actions according to policy. **ON CALL – 24/7**

Minimum Qualifications:

Completion of a master's degree in social work, psychology, counseling, sociology, education, nursing, vocational rehabilitation, or other related field – OR – completion of a bachelors degree in social work, psychology, counseling, sociology, education, nursing, vocational rehabilitation, or other related field

Preferred Qualifications:

At least Two years' experience in a full-time position working in social services, case management, outreach, etc. Knowledge of HFR standards and community resource for I/DD individuals.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons Behavioral Health does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.

This position is subject to close at any time once a satisfactory applicant pool has been identified.