



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Building Better Lives

# Social Services Technician II (Program Manager)

## Job Information

**Job Type:** Full-Time

**Pay:** 12.02 hr/ 25,000.00 yearly

**Program:** Willow Glenn

**Location:** Muscogee County

**Posting Date:** 06/03/2019

**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 2<sup>nd</sup> Ave  
Columbus, Georgia 31901

**Fax:** (706) 317-5004

**Email:** [jobs@nhbh.org](mailto:jobs@nhbh.org)

**Website:** [www.nhbh.org](http://www.nhbh.org)

## Job Description

Oversee the day to day operations, helping to ensure apartments remain compliant with expectations for the department of community affairs, provide case management duties and billing to help link and coordinate services. Skill building groups to enhance independent living skills.

### Minimum Qualifications:

Three to Five years' experience or Completion of a Bachelors Degree in one of the following fields: social work, psychology, mental health, nursing, education, sociology, criminal justice, counseling, rehabilitation counseling, guidance counseling, or a related discipline. Must have BS in above named fields to be MHC eligible

### Preferred Qualifications:

A Bachelor's degree and experience working with individuals with mental disorders and/or addictive diseases.

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**The applicant may be subjected to a Fingerprint Based Background Check of the Georgia and Federal Criminal History Record Databases.**

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 Community Service Board 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.

**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.**