



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Building Better Lives

# SST 3 – Family Support Coordinator

## Job Information

**Job Type:** Full-time

**State Pay Grade:** \$12.01 per hour

**Program:** Family Support

**Location:** Muscogee County

**Posting Date:** 02/01/2022

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**Application Deadline:** **Open Until Filled**

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**Position Open to:** All qualified applicants

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\*\*\*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)  
[vjohnson@healthcare-staffing.com](mailto:vjohnson@healthcare-staffing.com)

**Website:**  
[www.nhbh.org](http://www.nhbh.org)  
[www.healthcare-staffing.com](http://www.healthcare-staffing.com)

## Job Description

Will work with children and families from the intake process to budgeting and case management/administrative duties, as well as billing through the IDD Provider Connect portal. Applicant needs to be skilled and knowledgeable with budgeting, clerical experience, and administrative experience. Will directly supervise a part time SST 2 and multiple respite staff.

### Entry Qualifications:

High School Diploma/GED and a bachelor's degree or years of experience. 3 years' experience

### Preferred Qualifications:

High School Diploma/GED and a bachelor's degree or years of experience. 3 years' experience

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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.

**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.**