



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# Social Service Technician

## Job Information

**Job Type:** Full-Time

**State Pay Grade:** E

**Program:** Clinical Administration

**Location:** Muscogee County

**Posting Date:** 06/26/2018

**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

Authorization Specialist will be responsible for the development of payment authorization requests and treatment plans based on the needs and preference of individuals served at the agency. The authorization specialist will communicate directly with counselors and medical providers to ensure the request for treatment correlates with identified symptoms, needs, and preferences.

### Minimum Qualifications:

Three years of full-time experience or Bachelor's Degree in one of the related fields: social work, psychology, mental health, sociology, counseling or a related discipline.

### Preferred Qualifications:

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.**