



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Social Services Tech 2 – Employment Specialist

Job Information

Job Type: Full-Time

Pay: \$12.54 per hour / \$25,000 a year

Program: MH Supported Employment

Location: Muscogee County

Posting Date: 10/9/2020

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
2100 Comer Ave
Columbus, Georgia 31904

Fax: (706) 596-5589

Email:
jobs@nhbh.org

Website: www.nhbh.org

Job Description

Under general supervision, performs social services functions at an advanced level to individuals and their families. Job duties include, but are not limited to: Collecting information to complete a career profile by identifying vocational skills and interests. Assisting each individual complete a resume', complete/submit job applications and provide job development. Provide training of skills specific to job performance. Refer individuals to community support services and assist with coordination of care. Assist in enrollment and participation in Georgia Vocational Rehabilitation and Social Security programs. Participate in client risk assessment and evaluation.

Minimum Qualifications:

Completion of a Bachelor's Degree in the Social Sciences field

Preferred Qualifications:

One year of full-time experience as a Social Services Technician. Previous experience working with individuals with mental illness or addictive diseases.

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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.