



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

DD CAI Coordinator

Job Information

Job Type: Full-Time

Pay: \$33,455 per year

Program: DD CAI

Location: Muscogee County

Posting Date: 7/17/2024

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

Submit Completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
2100 Comer Ave.
Columbus, Georgia 31901

Fax: (706) 596-5589

Email: jobs@nhbh.org

Website: www.nhbh.org

Job Description

The candidate will: coordinate individuals in services with staff to complete goals in a community setting; monitor documentation regularly and compare with employee time; conduct weekly check-ins with each staff and individual/family to ensure services are being completed; attend annual ISP meetings for all individuals enrolled in services or interested in services. The CAI Coordinator will serve all eight (8) counties: Muscogee, Chattahoochee, Harris, Talbot, Randolph, Clay, Stewart, and Quitman.

Community Access Services are designed to assist the participant in acquiring, retaining, or improving self-help, socialization, and adaptive skills required for active community participation and independent functioning outside the participant's home or family home.

Minimum Qualifications:

Completion of a Bachelor's Degree in the field of social sciences -or- a high school diploma / GED, with at least two (2) years of direct care in the Intellectual/Developmental Disabilities services. Must have at least two (2) years of supervision experience.

Preferred Qualifications:

Experience in working with individuals with mental disorders and/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 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.