



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Building Better Lives

Social Services Tech 2- Case Manager

Job Information

Job Type: Full-Time

Pay: \$32,000 per year

Program: Project Change Clubhouse

Location: Muscogee County

Posting Date: 3/1/2024

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 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 male and female individuals, between the ages of 12 and 17, with substance abuse history. The candidate will serve as point of contact for youth and families with community resources, and will provide check-ins (school, drug court, etc.), conflict resolution around recovery support, motivational support, as well as conduct life skill groups, family groups, and substance abuse groups. The candidate will provide transportation from school to program and home, transporting to and from local activities. The candidate will also provide documentation daily.

Days & Hours: Monday – Friday, 11am to 7pm and rotating Saturdays.

Minimum Qualifications:

Completion of a Bachelor’s degree in a helping field, and two years of experience in the social services field. At least two years of experience working with mental health and/or substance abuse population, conducting group. Must have excellent customer service skills.

Preferred Qualifications:

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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.