**STATE OF SOUTH CAROLINA**  
**Department of Mental Health-MHC Santee Wateree**  
801 N. Pike West  
Sumter, SC 29153

**INVITES APPLICATIONS FOR THE POSITION OF:**  
Human Service Coord I- Bishopville School-based CAF Services

An Equal Opportunity Employer

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

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<tr>
<th><strong>OPENING DATE:</strong></th>
<th>08/05/19</th>
<th><strong>CLOSING DATE:</strong></th>
<th>08/19/19 11:59 PM</th>
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<tr>
<th><strong>JOB TITLE:</strong> Human Service Coord I- Bishopville School-based CAF Services</th>
<th><strong>CLASS CODE:</strong> GA50</th>
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<tbody>
<tr>
<td><strong>POSITION NUMBER:</strong> 60016566</td>
<td><strong>SLOT NUMBER:</strong></td>
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<tr>
<th><strong>STATE SALARY RANGE:</strong> $33,494.00 - $61,975.00 Annually</th>
<th><strong>AGENCY HIRING RANGE - MIN:</strong> $33,494.00</th>
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<tr>
<td><strong>AGENCY HIRING RANGE - MAX:</strong> $41,867.00</td>
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<tr>
<th><strong>LOCATION:</strong> Lee County, South Carolina</th>
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<th><strong>JOB TYPE:</strong> FTE - Full-Time</th>
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<tr>
<th><strong>NORMAL WORK SCHEDULE:</strong> Monday - Friday (8:30 - 5:00)</th>
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<tr>
<th><strong>RESIDENCY REQUIREMENT:</strong> No</th>
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<tr>
<th><strong>RESIDENCY REQUIREMENT SPECIFICS (IF ANY):</strong></th>
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<tr>
<th><strong>AGENCY SPECIFIC APPLICATION PROCEDURES:</strong></th>
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You must apply online at [www.careers.sc.gov](http://www.careers.sc.gov). Follow the status of your application online. ONLY THOSE APPLICANTS CHOSEN FOR AN INTERVIEW WILL BE NOTIFIED BY LETTER THAT THE POSITION HAS BEEN FILLED. Online employment applications must be completed in its entirety. Incomplete applications will not be accepted A resume may not be substituted for an application, however, a resume may be added for additional information. Please attach a copy of your master's degree transcript to the online application.
JOB RESPONSIBILITIES:

The SC Dept. of Mental Health is a drug free workplace. All candidates will be required to pass a mandatory pre-employment drug test.

This position is with the SC Dept. of Mental Health @ Santee-Wateree CMHC in our Child, Adolescent & Family Services program in Lee (Bishopville) County, at the Bishopville Clinic located on 817 Brown Street, Bishopville, S.C. 29010.

Under limited supervision formulates and executes specialized programs and services for children and adolescents; performs advanced counseling in the complex areas of mental health; performs duties governed generally by broad instructions, objectives and policies and involving frequently changing conditions and problems.

Provides school-based and outpatient mental health services to a caseload of children, adolescents and their family with sensitivity to cultural differences to include assessment, diagnosis, individual, group and family therapy, and crisis management, utilizing skillful intervention techniques. Provide case management or ancillary services to families served as needed to assist in accessing appropriate medical, social, educational and other needed services.

Attends meetings as necessary to assist clients in meeting treatment goals to include but not limited to IEP, DSS, and DJJ staffings, interagency staffings and treatment team meetings.

Provides consultation to other community agencies and organizations as necessary to facilitate service provision and coordination of client services. Develops and maintains professional relationships with other agencies and organizations in the community which may provide services to the CAF population through avenues such as education presentations and cross training opportunities. Prepares required/requested reports to other agencies/organizations to facilitate client access or utilization of needed services.

Ensures appropriate service authorization and documentation: Formulated treatment plans for clients: Maintains clients' case files according to DMH Quality Assurance and CARF standards. Adheres to requirements of DMH Corporate Compliance Plan: Maintain minimum monthly productivity as directed by the Center and DMH.

Provides emergency services in the clinic, Adolescent and Family Center during both work hours as needed and after hours as scheduled.

Performs other related duties as required.

MINIMUM AND ADDITIONAL REQUIREMENTS:

State Requirements: A bachelor's degree and professional experience in human services or social services programs.

Agency Requirements: A master's degree in guidance, counseling or the social sciences.

Note: Applicants must also meet Agency minimum requirements to be considered for this position.

Valid driver's license required.

PREFERRED QUALIFICATIONS:

Prefer candidates licensed as LPC, LMSW, LISW, LMFT, and/or CAC-I/II Certification.

Experience working with children, youth and families with mental health and/or substance
abuse disorders in a clinical setting.

**ADDITIONAL COMMENTS:**

**Who We Are**
Santee-Wateree Community Mental Health Center is part of the South Carolina Department of Mental Health. Santee-Wateree CMHC provides mental health services to individuals in Clarendon, Kershaw, Lee and Sumter Counties.

**Mission Statement**
To support the recovery of people with mental illnesses within our communities.

The South Carolina Department of Mental Health is an Equal Employment Opportunity Agency. We provide affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, sex, national origin, age, religion, disability, including on the basis of pregnancy, childbirth, or other related conditions, including, but not limited to lactation.

Supplemental questions are considered part of your official application. Please complete the state application to include all current and previous work history and education. A resume may be attached, but not substituted for completing work history and education sections of the employment application. The employment application will be considered incomplete and not forwarded. All applicants must apply online. Please attach an unofficial transcript to your application.

Santee-Wateree CMHC is also an approved site of the National Health Service Corps, (NHSC), which offers student loan repayment of up to $50,000 to employees of NHSC-approved sites. You must be a US citizen, you must be licensed to practice independently in the state where you are hired, and you must have unpaid government or commercial school loans. There is a two year service commitment required as well. Confirmation of qualifying for this loan repayment program is the responsibility of every applicant - we cannot guarantee your qualification.
Human Service Coord I- Bishopville School-based CAF Services
Supplemental Questionnaire

* 1. Are you willing to take a mandatory pre-employment drug test?
   Yes  No

* 2. Do you have a master's degree in guidance, counseling, or other social sciences?
   Yes  No

* 3. Have you successfully completed graduate-level coursework in Psych diagnostics AND Psychopathology?
   Yes  No

4. Do you have any special license or certification? If so, please list
   Yes  No

* 5. Do you possess a valid Driver's License and good driving record?
   Yes  No

* 6. Are you on the Registry of Convicted Sex Offenders?
   Yes  No

7. If you answered "Yes" to being on the Registry of Convicted Sex Offenders, please explain.

* 8. Have you ever been an employee of the State of South Carolina?
   Yes  No

9. If you answered yes to ever working for the State of South Carolina, what agency did/do you work for?

* 10. Do you have experience working with children in a professional capacity as well? If so, please describe your working experience with children.

* 11. The salary range for this position is $33,494.00 to $41,867.00. Are you willing to accept this salary range if you are offered this position?
   Yes  No

* 12. If you have ever been convicted of a misdemeanor or felony criminal offense (other than in a Juvenile Court), you MUST list this information (unless you have taken steps to expunge your record.) This includes fraudulent checks, driving under suspension, disorderly conduct, shoplifting, etc. *Please note that conviction of a criminal offense does not bar you from employment in all cases; each conviction is evaluated individually. However, failure to list convictions is considered falsification of the application and WILL BE grounds for termination, if hired. It is your responsibility to know what is on your
criminal record. If you have charges on your record that appear without a court disposition (result) you may be asked to provide that information if selected for employment. If you have questions, please inquire before you complete your application. Please indicate your understanding to this statement.

- I UNDERSTAND
- I DO NOT UNDERSTAND

* Required Question