STATE OF SOUTH CAROLINA  
Department of Mental Health-MHC Aiken-Barnwell  
1135 Gregg Highway  
Aiken, SC 29801

INVITES APPLICATIONS FOR THE POSITION OF:  
Human Services Coord. I/MHP  
An Equal Opportunity Employer

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<table>
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<tr>
<th>OPENING DATE:</th>
<th>07/18/19</th>
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<tbody>
<tr>
<td>JOB TITLE:</td>
<td>Human Services Coord. I/MHP</td>
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<tr>
<td>POSITION NUMBER:</td>
<td>60000000</td>
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<tr>
<td>STATE SALARY RANGE:</td>
<td>$33,494.00 - $61,975.00 Annually</td>
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<tr>
<td>LOCATION:</td>
<td>Aiken County, South Carolina</td>
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<td>JOB TYPE:</td>
<td>FTE - Full-Time</td>
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NORMAL WORK SCHEDULE: Normal work schedule Monday - Friday (8:30 - 5:00). Work schedule is subject to change based on the needs of the agency. This may include weekends/evenings.

AGENCY SPECIFIC APPLICATION PROCEDURES:
Please apply on-line at www.careers.sc.gov; you may also track the status of your application on-line.

JOB RESPONSIBILITIES:
The Department of Mental Health is a drug-free workplace. All candidates will be required to pass a mandatory pre-employment drug test. This position is located at Aiken Barnwell MHC/Barnwell Office 916 Reynolds Rd. Barnwell, SC 29812.

Job Purpose:  
Under general supervision, provides evidenced based services (safe, effective and measurable)
to promote and support the recovery of persons with mental illness.

**Job Functions:**

1. Provide crisis intervention, clinical assessment, individual, family, group therapy of complex nature to children, their families, and adults experiencing difficulties in coping with life crisis or other emotional or relational problems that affect their stability. This includes 780 hours productivity annually which equals 60 hours monthly.

2. Provide case management activities, as needed to plan, implement and coordinate services for consumers. In so doing, maintains and ensures optimal working relationships with community agencies (i.e. schools, Department of Social Services, Family Court, Grants, etc.)

3. Completes required clinical documentation in a timely manner according to Center, State and accreditation guidelines.

4. Performs other duties as requested to include activities related to consultation, prevention and education.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

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

**PREFERRED QUALIFICATIONS:**

**Agency Preferences**

A Master's from an accredited program, university, or college in psychology, social work, counseling, marriage and family counseling or other behavioral discipline deemed equivalent by SC DMH and two (2) years of post-graduate experience in a clinical counseling program. Must be eligible to become a notary in the state of state of South Carolina.

**ADDITIONAL COMMENTS:**

Supplemental questions are considered part of your official application. If you do not answer the supplemental questions, your application is incomplete and will not be reviewed. Please complete the state application to include all current and previous work history and education. A resume may be attached, but not substituted for a completed employment application. The employment application will be considered incomplete and not forwarded if only a resume is provided and/or supplemental questions are not answered.

Applicant must be able to lift 5 lbs.

**Human Services Coord. I/MHP Supplemental Questionnaire**

* 1. The Department of the Mental Health would like to know if you have a Master's degree in guidance, counseling or the social sciences from an accredited university or college?
* 2. Do you possess two (2) years of experience (excluding internships) in a clinical counseling program?

* 3. Do you possess a valid Drivers License and good driving record?
  □ Yes  □ No

* 4. For the Department of Mental Health, have you ever been denied a professional license, or had a professional license revoked or limited by, and/or had any discipline or sanction imposed on you or your practice by a professional licensing board or body? If yes, provide a statement explaining the facts, name of the professional licensing board or body, any action taken by that board or body, and your current status with that board or body.

* 5. Are you eligible for licensure?

* 6. Do you have a license – LISW-CP, LISW, LMSW, LPC, etc.?

* 7. If you are not currently licensed, have you completed all coursework required for the licensure?

* 8. If you are not currently licensed, have you taken and passed the licensure exam? If not, when do you plan to take the exam?

* 9. If you are licensed in another state have you consulted with the South Carolina Labor and Licensing Board to see if you are eligible for licensure in South Carolina?

* 10. Do you have experience with electronic health/ medical records?

11. Are you on the Registry of Convicted Sex Offenders?
  □ Yes  □ No

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

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

* 14. From where did you learn of this employment opportunity?
* 15. Have you ever held a full-time equivalent (FTE) position within a SC state agency or been a certified employee within a SC school district?

* 16. What is your preferred salary (please be specific)?

* 17. 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. YES – I understand this statement. NO – I do not understand this statement.

* Required Question