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/ No Internal Title

An Equal Opportunity Employer

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OPENING DATE: 06/21/19
CLOSING DATE: 01/10/20 05:00 PM

JOB TITLE: Human Services Coord. I/ No Internal Title
CLASS CODE: GA50

POSITION NUMBER: 60000000
SLOT NUMBER:

STATE SALARY RANGE: $33,494.00 - $61,975.00 Annually
AGENCY HIRING RANGE - MIN: 
AGENCY HIRING RANGE - MAX: 

LOCATION: Aiken County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Normal work schedule is Monday - Friday 8:30am - 5:00pm. Regular and after hours coverage applies. (including evenings, weekends and/or holidays).

AGENCY SPECIFIC APPLICATION PROCEDURES:

Please apply on-line at www.jobs.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. There are two (2) vacancies for this advertisement: This position will provide coverage to both Aiken and Barnwell County.

Job Purpose
Under general supervision, provides individualized assessment, crisis intervention, referral and

http://agency.govemmentjobs.com/scljob_bULLETIN.cfm?JobID=2484399
10/22/2019
brief case management services to individuals who are experiencing a crisis situation and/or seeking mental health treatment. The overall purpose of this position is to provide rapid and mobile crisis intervention services in cooperation with county first responders to individuals who are best reached in their communities in order to efficiently meet needs for immediate safety/de-escalation and referral to appropriate level of follow-up care. This applies to both regular and after hours coverage. Coverage area includes but is not limited to: Aiken and Barnwell Counties.

Job Functions:
1. Provides timely response to crisis calls from patients and law enforcement/EMS arriving on site no later than 60 minutes after the receipt of the call. Meets with patients face-to-face or via telemedicine in community settings such as homes, public places or social service agencies; de-escalates intensity of crisis/distress, assesses for and intervenes to reduce risk of harm to self or others, facilitates appropriate follow-up with mental health or community services; coordinates with first responders and community partners to facilitate continuity of care. Educate patients on community resources and makes arrangements for immediate disposition regarding transfer and referrals. Provides brief individual and/or family intervention to address crisis and develop a safety plan. Will follow-up with patients seen as part of mobile crisis to ensure linkage with appropriate resources and kept appointments.

2. Documents services in accordance with state/federal law, DMH and ABMHC standards.


4. Liaises with community partners including but not limited to local housing shelters, inpatient MH providers, emergency rooms and first responders to facilitate continuity of care and communication with ABMHC regarding client status and needs.

5. Participates in agency-required training and department-specific staffings and meetings. Complies with Corporate Compliance Polices.

6. Performs other duties as required.

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 degree in guidance, counseling, or the social sciences and two (2) years of post-graduate experience in the clinical counseling program. Candidate must be licensed or license eligible by the state of South Carolina. Must be eligible to become a notary in the state of South Carolina.

Knowledge of normal and abnormal behavior adjustment techniques. Knowledge of clinical practices and interviewing techniques. Knowledge of legal principles and practices. Knowledge of investigative techniques, principles and practices. Knowledge of methods, principles and practices of clinical counseling services. Knowledge of federal, state and local laws or regulations pertaining to social services programs. Knowledge of crisis intervention. Ability to exercise discretion in interpreting and applying established objectives. Ability to effectively plan,
coordinate and manage complex treatment interventions.

**ADDITIONAL COMMENTS:**

*If any agency requirements are listed above, applicants must meet those requirements to be considered for this position.*

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.

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**Human Services Coord. I/ No Internal Title 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 post-graduate experience in a clinical counseling program?

* 3. Are you eligible to become a notary in the state of South Carolina?

* 4. Do you possess a valid Drivers License and good driving record?

  ❑ Yes  ❑ No

* 5. 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.

* 6. Are you eligible for licensure?

* 7. Do you have a license – LISW-CP, LISW, LMSW, LPC, etc.?
* 8. If you are not currently licensed, have you completed all coursework required for the licensure?

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

* 10. 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? Please specify current state licensed in.

* 11. Do you have experience with electronic health/medical records?
   - [ ] Yes
   - [ ] No

12. Are you on the Registry of Convicted Sex Offenders?
   - [ ] Yes
   - [ ] No

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

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

* 15. From where did you learn of this employment opportunity?

* 16. 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?

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

* 18. 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