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>
<thead>
<tr>
<th>OPENING DATE: 09/11/19</th>
<th>CLOSING DATE: Continuous</th>
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<tbody>
<tr>
<td>JOB TITLE: Human Services Coord. I/MHP</td>
<td>CLASS CODE: GA50</td>
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<tr>
<td>POSITION NUMBER: 60000000</td>
<td>SLOT NUMBER:</td>
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<tr>
<td>STATE SALARY RANGE:</td>
<td>AGENCY HIRING RANGE - MIN:</td>
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<td>$33,494.00 - $61,975.00 Annually</td>
<td>AGENCY HIRING RANGE - MAX:</td>
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<td>LOCATION: Aiken County, South Carolina</td>
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<td>JOB TYPE: FTE - Full-Time</td>
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<td>NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)</td>
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<td>RESIDENCY REQUIREMENT:</td>
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<td>RESIDENCY REQUIREMENT SPECIFICS (IF ANY):</td>
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<tr>
<td>AGENCY SPECIFIC APPLICATION PROCEDURES:</td>
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<tr>
<td>Please apply on-line at <a href="http://www.careers.sc.gov">www.careers.sc.gov</a>; you may also track the status of your application on-line.</td>
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<td>JOB RESPONSIBILITIES:</td>
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<td>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/ Aiken Office 1135 Gregg Hwy. Aiken, SC 29801.</td>
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<td>Job Purpose</td>
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<td>Performs administrative, specialized, and clinical audits for ABMHC. Provides clinical services to persons served. Develops training and orientation for administrative and clinical staff. Maintains ABMHC’s policy and procedures.</td>
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Job Functions

1. Participates in all Center, State, Federal audits and CARF surveys in accordance to SCDMH standards and guidelines. Participates in reviewing audit findings and assists QA supervisor in developing and implementing Quality Improvement Plans for the center for identified areas of need.
2. Assists in specialized caseload reviews outside of the audit period. Conducts specialized reviews at the discretion of the QA Supervisor to assist in implementation of Level of Care, Utilization Management/Utilization Review, and Safety Management to assist in providing safe, effective clinical services.
3. Provides safe and effective clinical services for patients at ABMHC utilizing evidence based practices.
4. Develops, plans and facilitates new hire orientation in accordance of SCDMH and Center policies and procedures for clinical and administrative staff. Facilitates additional trainings based on the needs of the staff and center.
5. Maintains all ABMHC's policy and procedures in accordance to center, state, federal, and CARF standards.
6. Performs other related duties as required at discretion of QA Supervisor.

MINIMUM AND ADDITIONAL REQUIREMENTS:
A bachelor’s degree and professional experience in human services or social services programs.

PREFERRED QUALIFICATIONS:

Agency Preferences
Master's degree in guidance, counseling or the social sciences and one (1) year of experience (excluding internships) in a clinical counseling program and/or QA related activity.

Candidate must be licensed or license eligible by the state of South Carolina.

*Extensive knowledge of QA practices and procedures, rules, regulations and standards pertaining to a mental health center.
*Considerable knowledge of center policies, procedures and statistical analysis.
*Ability to develop and coordinate center-wide QA program.
*Ability to communicate effectively.

ADDITIONAL COMMENTS:

ABMHC Offers:
Clinical training (emergency services, family, children, adults, short-term and long-term treatment)
On the job training in a community mental health center
Opportunity to be part of a multi-disciplinary team
Flexibility
Teamwork

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.
Human Services Coord. I/MHP Supplemental Questionnaire

* 1. Do you have a Master’s degree in counseling, guidance or the social sciences from an accredited university or college?

* 2. Do you have a minimum of 2 years of Quality Assurance experience? Please describe experience.

* 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?
   - Yes  □ No

* 6. Do you have a license - LISW-CP, LISW, LMSW, LPC, etc.?
   - Yes  □ No

* 7. What evidence based practices are you trained?

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

* 19. This position requires travel (as needed) to the North Augusta and Barnwell offices. Are you willing to travel?

* Required Question