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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<tr>
<th>OPENING DATE:</th>
<th>08/29/19</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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<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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**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/Hartzog Office 431 W Martintown Rd, North Augusta, SC 29841.

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 Duties

1. Maintains a bill-time rate of 780 hours annually.
2. Ensures patients are seen in accordance with their needs.
3. Ensures patient functionality is measured by the DLA-20.
5. Participates in clinical supervision and treatment team meetings.
6. Ensures quality customer service is provided to patients and stakeholders, complies with Corporate Compliance Policy and Risk Management Plan, ensures timely completion of prior authorizations, pursues professional development through collegial consultation, continuing education and licensure, ensures caseload size meets SCDMH guidelines, and completes documentation according to SCDMH/QA standards.
7. Performs other duties as needed.

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 SCDMH and two (2) years of post-graduate experience in a clinical counseling program. Must be eligible to become a notary in the 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.

careers.sc.gov
1135 Gregg Highway
Aiken, SC 29801

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?

* 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?
   - Yes   - No

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