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

INVITES APPLICATIONS FOR THE POSITION OF:  
Mental Health Counselor I- CAF Services-Sumter

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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<th>10/24/19</th>
<th>CLOSING DATE:</th>
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<tr>
<td>JOB TITLE:</td>
<td>Mental Health Counselor I- CAF Services-Sumter</td>
<td>CLASS CODE:</td>
<td>GA50</td>
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<tr>
<td>POSITION NUMBER:</td>
<td>603F0045</td>
<td>SLOT NUMBER:</td>
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<td>STATE SALARY RANGE:</td>
<td>$33,494.00 - $61,975.00 Annually</td>
<td>AGENCY HIRING RANGE - MIN:</td>
<td>$33,494.00</td>
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<td>AGENCY HIRING RANGE - MAX:</td>
<td>$44,380.00</td>
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<td>LOCATION:</td>
<td>Sumter County, South Carolina</td>
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<td>JOB TYPE:</td>
<td>FTE - Full-Time</td>
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<td>NORMAL WORK SCHEDULE:</td>
<td>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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AGENCY SPECIFIC APPLICATION PROCEDURES:

You must apply online at [www.jobs.sc.gov](http://www.jobs.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:**

This position is being re-advertised. Previous applicants do not need to reapply. Your application is still being considered.

Under general supervision, provides crisis intervention, assessment, triage, and case management services on site to identified consumers of the Sumter County CAF clinic. Acts as liaison with Sumter County hospital(s) and provides assessment and crisis intervention services to patients in need of emergent/urgent services. Provides necessary treatment and case management services for identified consumers.

Provides array of community mental health services in culturally competent manner. Clinical services to be performed as privileged, will include, but not limited to, crisis intervention, assessment, triage and case management services to identified consumers of Sumter CAF clinic.

Provides individual, family and group therapy as directed. Participates in treatment team, staff meetings and supervision as designated. Consults with physicians and supervisor as needed. Works closely with community agencies to provide continuity of care and integrated services for identified consumers.

Acts as liaison with Sumter County and other community hospitals. Completes and maintain documentation in a timely and accurate manner and according to Federal, State and Center guidelines. Complies with applicable Quality Assurance, Corporate Compliance, CARF, HIPAA and Cultural Competence policies, procedures and regulations, and attends all trainings classified as mandatory.

Active participation in data collection and assimilation for reporting outcomes as required by Center.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

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

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

**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 – including the basis of pregnancy, childbirth, or related medical conditions, national origin, age, religion, or disability. 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.
Mental Health Counselor I- CAF Services-Sumter Supplemental Questionnaire

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

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

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

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

5. Do you have any special license or certification? If so, please list

* 6. Do you have experience working with children in a professional capacity as well?
   - Yes
   - No

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

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

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

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

* 11. The salary range for this position is $33,494.00 TO $44,380.00. 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