



JOB VACANCY LISTING – March 12th, 2017

A COMPLETED EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION

A résumé may accompany an application but will not be accepted as a substitute. Applications can be completed in the Computer Lab of the Human Resources Office, located in Building “A” of our Ortiz Campus, at 2789 Ortiz Avenue, Fort Myers, FL 33905 (Office hours: 8:00 AM-4:30 PM, Monday-Friday)

OR by visiting our company website: www.saluscareflorida.org

Completed applications may be submitted via E-MAIL: apply@saluscareflorida.org or via FAX: (239) 418-0094

SALUSCARE IS AN EQUAL OPPORTUNITY EMPLOYER AND
A DRUG / TOBACCO-FREE WORKPLACE.

WE PARTICIPATE IN E-VERIFY

BI-LINGUAL APPLICANTS ARE ENCOURAGED TO APPLY.

Licensed and partially funded by: Florida Department of Children & Families. Partially funded by: Central Florida Behavioral Healthcare Network, Lee County Government, United Way of Lee County, US Department of Housing & Urban Development, US Substance Abuse & Mental Health Services Administration (SAMHSA) and Florida Department of Corrections.

VINCE SMITH CENTER Campus

VINCE SMITH CENTER

***SENIOR CLINICIAN (1-FY)**

Supervisor: Steven Hill

DUTIES: Highly responsible professional position providing individual, family and group substance abuse and mental health therapy to patients and families in the adolescent residential and day treatment programs and assist in the hiring, development, and ongoing supervision of residential clinicians and care coordinators including review and supervisory sign offs for residential programs.

QUALIFICATIONS: Master's degree from an accredited university in a human services and CAP or licensure required. Must have at least 2 years' experience working in the substance abuse setting. Must have general knowledge of co-occurring disorders in order to best serve our populations of patients. Must be able to attain competence with the company electronic health record and use it effectively within the required timeframes. (3/5)

TRANSITIONAL LIVING CENTER Campus

TRANSITIONAL LIVING CENTER

*CLINICIAN I or III (1-FT)

Supervisor: Steven Hill

DUTIES: Ability to run individual and group therapy, understanding proper boundaries, solution-focused modalities, excellent documentation skills, problem solver, great attitude, work ethic, able to adapt to change, and understand multiple modalities.

QUALIFICATIONS: *Clinician I* - Bachelor's degree from an accredited university in a human services required. *Clinician III* - Master's degree from an accredited university in a human services required. *Clinician I and III* - Must have one (1) year experience working with individuals with dual diagnosis. Must be able to attain competence with the company electronic health record and use it effectively within the required timeframes. (2/5)

*INTAKE CLINICIAN (1-FT)

Supervisor: Steven Hill

DUTIES: Seeking highly motivated, enthusiastic candidate to provide substance abuse intake assessments to patients who are seeking treatment. This individual coordinates incoming patient admissions, manages the waiting list and links patients to interim services. Maintains knowledge of funding sources to ensure appropriate distribution of pay sources throughout the programs. Conducts assessments face to face, via phone, in jails and hospitals as necessary. Perfect opportunity for clinician to assist patients in connecting with vital needed services while gaining experience in assessments and patient care.

QUALIFICATIONS: Requires a Bachelor's Degree in a Human service field from an accredited college or university and at least one (1) year experience conducting clinical assessments and DSM diagnosis. Requires a valid Florida driver's license, a good driving record, current auto insurance, and a reliable vehicle. Computer skills in Windows operating systems required. (2/5)

*MEDICAL CARE COORDINATOR (1-FT)

Supervisor: Steven Hill

DUTIES: Highly responsible professional position providing care for the intensive treatment program, male and female halfway houses and permanent supported housing residents.

QUALIFICATIONS: Full time/Salaried. Flexibility in schedule; may require some evening and weekend hours. Bachelor's Degree from an accredited university in a human services or other medical field required. Requires one year of full time experience working with adults in a human services environment (preferably substance abuse, mental health or co-occurring). Requires the ability to assist patients to habilitate or rehabilitate with basic life skills and the ability to facilitate life skills, recreational and leisure groups. Bilingual (English/Spanish) preferred. Must possess a valid Florida driver's license, an appropriate level of automobile insurance, a reliable vehicle and a good driving history. (2/26)

ORTIZ Campus

ADULT COMMUNITY SERVICES

*COMMUNITY SUPPORT SPECIALIST (1-FT)

Supervisor: Dushun Beckford Torres

DUTIES: Effectively works with individual's with mental health and /or co-occurring substance abuse diagnosis to assist in maintaining and increasing independence through Psychosocial Rehabilitation. This service is intended to restore the individual's skills and abilities essential for independent living. This would include but not limited to training, education, mentoring and support, based on individualized assessments of the skill deficit.

QUALIFICATIONS: Bachelor Degree in a human service field from an accredited college or university. Must possess a valid Florida driver's license and the appropriate level of automobile insurance coverage. Must have reliable vehicle. Computer skills in Windows operating systems required. (3/5)

ADULT COMMUNITY SERVICES (contd.)

***SUBSTANCE ABUSE CASE MANAGER (1-FT)**

Supervisor: Dushun Beckford Torres

DUTIES: Works with consumers with substance abuse or co-occurring disorders in an effort to effectively link them to needed resources, coordinate such resources as necessary, and monitor the implementation of such. Examples of such resources may include, but not limited to, recovery oriented support systems, psychiatric services, substance abuse therapy and treatment services, housing, financial, vocational, connection to social activities and other resources as needed to promote independence and enhance daily living.

QUALIFICATIONS: Bachelor's Degree in a human service field from an accredited college or university and (1) one year experience working with adults with substance abuse disorders and / or mental health disorders. Co-occurring experience preferred. Must possess a valid Florida driver's license, a good driving record, current auto insurance, and a reliable vehicle. Must be proficient in Windows-based computer operating system. Requires ability to attain competency with the company electronic medical record and use it effectively within required timeframes.

(12/25)

BILLING

***ACCOUNTS RECEIVABLE SPECIALIST (1-FT, 1-PT 20hrs/wk.)**

Supervisor: Debbie Reed

DUTIES: Responsible for being the main contact for our largest Medicaid plan. Effectively work aged receivables and denials. Accurately post cash folders within two days of receipt. Promote internal and external customer satisfaction.

QUALIFICATIONS: HS Diploma or equivalent. Ability to type 30wpm. Six months prior AR experience required preferably working with insurance companies and claims follow up. (7/10)(2/19)

CHILDREN'S CASE MANAGEMENT

***CHILDRENS CASE MANAGER (Accepting applications, but no current openings)**

Supervisor: Salvatore Romano

DUTIES: Coordinate community based mental health services. Maintain an average caseload of 20 patients. Must be able to perform duties in a variety of locations and settings. Comply with all statutory regulations. Assume an advocacy role for patients. Must be able to operate a motor vehicle during daytime and nighttime driving, and also a valid Florida driver's license.

QUALIFICATIONS: Requires a BA/BS degree from an accredited college or university with a major in counseling, social work, psychology, criminal justice or related human services degree and have at least (1) one year of full time experience working with children with serious emotional disturbances **OR** have a Bachelor's degree from an accredited university or college and three years fulltime experience working with children with emotional disturbances. Must be proficient in Windows operating systems. Must possess a valid Florida driver's license, current auto insurance, a reliable vehicle and a good driving record. Computer skills in windows operating system required.

CHILDREN'S COMMUNITY ACTION TEAM

***CLINICAL MANAGER (1-FT)**

Supervisor: Jessica Plazewski

DUTIES: *Annual Salary has been increased! Also, this position includes differential pay over and above the recently increased salary.* This position oversees and coordinates the administrative and clinical aspects of the Children's Community Action Team. A highly unique position overseeing a dynamic and multi-faceted team of case managers, clinicians, mentors, and nurse who work with high risk children in the community. Maintains and develops positive working relationships with stakeholders in the community. Provide leadership and guidance to the team in order to improve level of functioning and appropriate levels of care for patients.

QUALIFICATIONS: Requires a Master's degree in Behavioral Health Sciences, such as psychology, mental health counseling, social work, art therapy or marriage and family therapy. Must have an active license issued by the Florida Board of Clinical Social Work, Marriage & Family Therapy or Mental Health Counseling. Requires a minimum of (3) three years of experience working with children or adolescents with behavioral health needs **and** a minimum of (1) one year supervisory experience. Requires a valid driver's license, current auto insurance, a good driving record and a reliable vehicle. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (1/24)

DIVERSION

***DIVERSION CASE MANAGER (2-FT)**

Supervisor: Jamie Cojocari

DUTIES: Will provide linkage to needed resources, advocacy and monitoring to individuals with mental health illness who are involved in the criminal justice system. Reduce risk of recidivism among adults with severe mental illnesses, including those with co-occurring substance abuse disorders, who are involved in the criminal justice system, through assessment, linkage to needed services and monitoring. Will collaborate with Criminal Justice system to promote access to services in instances where incarceration may not be necessary.

QUALIFICATIONS: Requires a BA/BS degree in a human service field from an accredited college or university. One year full time experience working with adults with mental illness. Must be proficient in Windows based computer operating system. Requires a valid driver's license, current auto insurance, a reliable vehicle and a good driving record. Experience in criminal justice system preferred. (2/19)(3/5)

FACILITIES

***FACILITIES TECHNICIAN IV (1-FT)**

Supervisor: Brian Uber

DUTIES: Light carpentry, electrical, plumbing, patch and paint. General building maintenance.

QUALIFICATIONS: Requires High School Diploma or equivalent. (1) one year related experience required. Requires a valid driver's license, current auto insurance, a good driving record and a reliable vehicle. (11/13)

FAMILY INTENSIVE TREATMENT TEAM

***CLINICIAN III (1-FT)**

Supervisor: Lisette Rosales

DUTIES: Annual Salary has been increased! Effectively provides a variety of skilled substance abuse prevention and early intervention services in Lee County using the following modalities, individual, group and family services, parenting educational counseling, teaches problem solving, anger management, leadership, relationship building. Promotes self-esteem; and aid in overall behavioral modification.

QUALIFICATIONS: Requires a Master's degree from an accredited university in a human services field. Must have at least (2) two years of experience working with families in a behavioral health care setting. Good assessment and therapeutic skills required. Bilingual (English-Spanish) is a plus but not required. Requires a valid driver's license, current auto insurance, a good driving record and a reliable vehicle. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (11/13)

OUTPATIENT PSYCHIATRY

***LPN (2-FT)**

Supervisor: Keri Riedel

DUTIES: Cares for patients by collecting vitals, creating/updating treatment plans, provide client education, medication, and respond to questions, obtain prior authorizations, call prescriptions into pharmacy under doctor instruction, administering injections, scheduling appointments and entering data into the electronic medical record.

QUALIFICATIONS: Requires an LPN certificate and a valid FL nursing license. Experience in mental health & substance abuse a plus. Basic computer and typing skills required. Ideal candidate will have excellent customer service skills, a great attitude and a desire to help people. Bilingual (English/Spanish) preferred. (2/12)(2/19)

***OFFICE MANAGER (1-FT)**

Supervisor: Keri Riedel

DUTIES: The Office Manager position is an exciting opportunity to coordinate an outpatient office and work closely with support staff providers. If you have excellent follow-through, like to improve systems and flow in the office, are a self-starter and a team player, and get great satisfaction from making the office work for patients, then this job is for you. Generally, duties will include ensuring a smooth flow of patients seen in the office, managing conflict both with staff and patients, running reports and monitoring performance, monitoring patient schedules, responding in a timely manner, and creating cohesion and consistently ensuring task are completed timely. If you are the right candidate for this exciting position, please apply online at www.saluscareflorida.org/careers.

QUALIFICATIONS: Requires an HS diploma or equivalent. One year or more of office experience with client contact. Excellent customer service, positive attitude, communication and organizational skills a must. Literacy in MS Word and Outlook. Must type 30 CWPM. Leadership experience a plus. Bi-lingual (English/Spanish) preferred but not required. (3/5)

OUTPATIENT PSYCHIATRY (contd.)

***OUTPATIENT PRACTICE MANAGER**

Supervisor: Keri Riedel

DUTIES: The Outpatient Practice Manager position in an exciting career opportunity to work with a creative, dynamic and exceptional team of nurses, office managers and support staff at 3 locations. If you are innovative, tenacious and passionate about systems of patient care; if you enjoy helping to facilitate change and increase levels of satisfaction; if you enjoy hard work in a fast-paced, fun, supportive, and performance-focused environment – this is an ideal position for you. SalusCare is a well-established, well-regarded, behavioral healthcare agency with an expansive service mix, rooted in the fiber of the Fort Myers, Lee County community. SalusCare is committed to obtaining and retaining the most talented professionals and so offers a robust benefits package including fully paid or inexpensive health insurance benefits, 403B retirement savings plans with matching and an astonishing amount of paid time off. The most efficacious candidate will also possess excellent customer service skills, an upbeat positive attitude, and communication and organizational skills to lead this successful team. Literacy in MS Word, Outlook, and Excel are required for success in this position. If you are the right candidate for this exciting position, please apply online at www.saluscareflorida.org/careers.

QUALIFICATIONS: Requires a HS diploma or equivalent with at least 3 years office experience with client contact and at least 2 years of staff supervisory experience **OR** a Bachelor's degree with a minimum of 2 years office experience with client contact and a minimum of 1 year supervisory experience. Excellent customer service, positive attitude and communication and organizational skills a must. Literacy in MS Word, Outlook, and Excel.

(1/22, updated 3/5)

OUTPATIENT THERAPY

***CARE COORDINATOR (1-FT OR 2-PT)**

Supervisor: Lori Welton

DUTIES: *"Help transform a dream of recovering strengths, self-worth, and hope of a better way of living into a reality..."* This position is an excellent opportunity for a Bachelor's level clinician to build on their future by gaining invaluable experience in the provision of behavioral health services. At SalusCare you will have the good fortune of working for a reputable, longstanding community resource for highest quality care for children, adolescents, families, and adults with symptoms of mental health, substance abuse and co-occurring diagnoses. This position is part of a team of over 23 wonderfully skilled clinicians with an outstanding range of experience. You will be involved in maintaining continuity of care within programs and with outside referral sources, conduct initial assessments; and plan and run ongoing group sessions. Other benefits includes low, if any, cost health insurance coverage with multiple options, generous employer contribution to retirement, and earned time off that can equal up to 3 weeks in your first year, not including holidays.

QUALIFICATIONS: Bachelor's Degree in a mental health curriculum and a minimum of (1) one year of experience working with individuals with mental health, substance abuse and co-occurring disorders. Experience with co-occurring substance abuse preferred. Must be comfortable working with children, families and adults in multiple modalities. May involve multiple locations as well as evening hours. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (1/22)

***CLINICIAN I (1-FT OR 2-PT)**

Supervisor: Lori Welton

DUTIES: *"Help transform a dream of recovering strengths, self-worth, and hope of a better way of living into a reality..."* This position is an excellent opportunity for a Bachelor's level clinician to build on their future by gaining invaluable experience in the provision of behavioral health services. At SalusCare you will have the good fortune of working for a reputable, longstanding community resource for highest quality care for children, adolescents, families, and adults with symptoms of mental health, substance abuse and co-occurring diagnoses. This position is part of a team of over 23 wonderfully skilled clinicians with an outstanding range of experience. You will be involved in maintaining continuity of care within programs and with outside referral sources, conduct initial assessments; and plan and run ongoing group sessions. Other benefits includes low, if any, cost health insurance coverage with multiple options, generous employer contribution to retirement, and earned time off that can equal up to 3 weeks in your first year, not including holidays.

QUALIFICATIONS: Bachelor's Degree in a mental health curriculum and a minimum of (1) one year of experience working with individuals with mental health, substance abuse and co-occurring disorders. Experience with co-occurring substance abuse preferred. Must be comfortable working with children, families and adults in multiple modalities. May involve multiple locations as well as evening hours. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (1/8)

OUTPATIENT THERAPY (contd.)

***CLINICIAN III (1-FT OR 2-PT Bi-lingual)**

Supervisor: Lori Welton

DUTIES: Annual Salary has been increased! "Help transform a dream of recovering strengths, self-worth, and hope of a better way of living into a reality..." This position is an excellent opportunity for a bilingual (English – Spanish) with positive energy, a dynamic and flexible style, with a strong interest in learning and providing excellent clinical care in multiple outpatient settings and modalities. At SalusCare you will have the good fortune of working for a reputable, longstanding community resource for highest quality care for children, adolescents, families, and adults with symptoms of mental health, substance abuse and co-occurring diagnoses. This position is part of a team of over 23 dynamic and dedicated clinicians with an outstanding range of experience with dedication to the best possible patient care across multiple locations. Other benefits includes low, if any, cost health insurance coverage with multiple options, generous employer contribution to retirement, and earned time off that can equal up to 3 weeks in your first year, not including holidays.

QUALIFICATIONS: Master's degree in a mental-health curriculum and a minimum of One (1) year of experience working with individuals with mental health, substance abuse and co-occurring disorders. Bi-lingual (English – Spanish) is required. Must have experience with Mental Health, Substance Abuse/Dependence, and co-occurring preferred. Must be comfortable working with children, families and adults in a group and/or individual basis in an outpatient setting. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (7/3)

***LICENSED CLINICIAN (1-FT, Part Time option available)**

Supervisor: Lori Welton

DUTIES: Annual Salary has been increased! "Help transform a dream of recovering strengths, self-worth, and hope of a better way of living into a reality..." This position is an excellent opportunity for an individual with positive energy, a dynamic and flexible style, with a strong interest in learning and providing excellent clinical care in multiple outpatient settings and modalities. At SalusCare you will have the good fortune of working for a reputable, longstanding community resource for highest quality care for children, adolescents, families, and adults with symptoms of mental health, substance abuse and co-occurring diagnoses. This position is part of a team of over 23 dynamic and dedicated clinicians with an outstanding range of experience with dedication to the best possible patient care across multiple locations. Other benefits includes low, if any, cost health insurance coverage with multiple options, generous employer contribution to retirement, and earned time off that can equal up to 3 weeks in your first year, not including holidays.

QUALIFICATIONS: Requires a Master's degree or higher in a mental health, substance abuse and co-occurring, or social work program and a minimum of One (1) year of experience working with individuals with mental health, substance abuse and co-occurring disorders. Valid Florida LMFT, LCSW or LMHC licensure required. Experience with co-occurring substance abuse preferred. Must be comfortable working with children, families and adults in multiple modalities and locations. May involve multiple locations. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (2/19)

THERAPEUTIC BEHAVIORAL ON-SITE SERVICES

***CLINICIAN III (1-FT)**

Supervisor: Jessica Plazewski

DUTIES: Annual Salary has been increased! Do you have a passion working with children and their families? In TBOS the clinician provides families and children with a variety of skilled in-home and school mental health intervention services using a broad variety of treatments, such as individual and family therapy, problem solving skills, normalization activities, parenting strategies, conflict resolution strategies, and behavior management. Clinicians work to develop treatment plans, participate in case reviews, and assist in program planning and development. This is a great opportunity for a clinician to provide consultation and education, engage in community forums, and serve as liaison with the school and other community agencies. If this is your passion and you're looking for a dynamic group of individuals to work with, along with an amazing agency culture, this position may be for you!

QUALIFICATIONS: Requires a Master's Degree in counseling, social work related field. One (1) year of experience working with children and families in a behavioral health care setting. Good assessment and therapeutic skills required. Good understanding of family systems theory and treatment approach. Computer skills in windows operating system required. Requires a valid driver's license, current auto insurance, a reliable vehicle and a good driving record. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (11/18)

WELCOME CENTER

***CUSTOMER SERVICE REPRESENTATIVE (1-FT)**

Supervisor: Jeff Zerbe

DUTIES: Must be able to provide excellent customer service. Have an ability to multi-task in a fast paced environment. Be a good listener, and be able to use the electronic scheduling tool. Must be able to maintain a professional demeanor and work well as a "team" member.

QUALIFICATIONS: HS diploma or equivalent required. Must have at least one year of office/clerical work, experience with frequent customer contact. Must be able to effectively communicate with others from diverse cultured backgrounds, and must be able to type at least 30 CWPM. Bi-lingual (English/Spanish) preferred. (3/5)

EVANS Campus

ACCESS

***ACCESS CLINICIAN II (1-FT)**

Supervisor: Patricia Howard

DUTIES: Looking for a candidate that's energetic with good listening skills to join this remarkable working team with a "family feed". The perfect candidate will complete face to face intake screening and make appropriate referrals inside / outside of the Saluscare agency. Communicate with collaterals, family and outside entities for collaboration of care.

QUALIFICATIONS: Requires a Bachelor's degree in a human service field from an accredited college or university. And at least one year experiencing conducting clinical assessments and DSM diagnosis preferred. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (3/5)

DETOX

***DETOX CLINICIAN II (1-FT)**

Supervisor: Elizabeth Garcia

DUTIES: Intake and discharge planning activities for substance abuse and co-occurring patients leaving the Detoxification Unit / Acute Care programs. Will complete varying clinical assessments, provide psychosocial education individually and in groups, and will coordinate appropriate discharge plans with patients and their supports in the community

QUALIFICATIONS: Requires a Bachelor's degree from an accredited college or university in the social work, clinical psychology counseling or a related human service field. CAP preferred. Requires 1-2 years' experience providing co-occurring mental health and substance abuse services. Bilingual (English / Spanish) preferred. (2/19)

***LPN or RN (1-PT 8hrs/wk. every other weekend, 3rd shift, 1-FT, 3-PRN)**

Supervisor: Janet Michael

DUTIES: Our nurses are simply the best and we have the statistics to prove it! If you are an RN or LPN and feel that you have what it takes to make a difference in the lives of our patients we would love to hear from you. The nursing responsibilities on the adult detox unit include admission assessments, medication administration using CIWA and COWS protocols, patient education, and ongoing documentation of patient status using our EMR, and working as part of a multi-disciplinary team to achieve best patient outcomes. Our preference is to promote from within and our staff retention is high. Come and talk to us about our extensive benefit package and our newly revised pay scale and shift differential for night shift.

QUALIFICATIONS: Requires a valid Florida RN **OR** LPN Licensure and Nursing Degree. Basic computer skills and good communication skills required. Previous detoxification experience and knowledge of substance abuse treatment modalities preferred. Requires the ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (7/3)(1/15)(1/22)

***SUPPORT SPECIALIST III (1-PRN)**

Supervisor: Janet Michael

DUTIES: Answer phones and greets visitors professionally. Runs reports, typing, filing and scheduling patient admissions and discharges using agency software.

QUALIFICATIONS: Requires a HS Diploma or equivalent. Requires One 1 year of medical office experience required. Must have the ability to communicate both in writing and verbally. Proficient in Word, Excel and Outlook. Prefer knowledge of co- occurring disorders. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (10/16)

DRUG COURT

***CLINICIAN I - compressed work schedule (1-FT)**

Supervisor: Jennifer Staple

DUTIES: Intriguing clinical position that assists with the screening and assessment of participants referred to the Felony Drug Court Program for clinical appropriateness. This position will also provide group, individual and family therapy to participants who have already entered the program. Clinician will also provide case management services to participants enrolled in Phase 1 of the program to assist in meeting their immediate needs. This position will work under a compressed work schedule. Attains and maintains a working knowledge of 12 core functions of addiction and 12-steps Programs. Applicant should have sound decision making with the ability to give appropriate recommendations to the Court for treatment. Applicant must have the ability to keep charts in compliance and maintain contact with referral sources.

QUALIFICATIONS: Requires a Bachelor's degree from an accredited university in a human services field required; /CAP (preferred). One (1) year relevant experience. Experience facilitating groups and individual therapy. Knowledge of substance abuse required; knowledge of legal system preferred. Must have a general knowledge of co-occurring disorders in order to best serve our population of patients. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames; must be proficient in windows based computer operating system. Requires a valid driver's license, current auto insurance, a reliable vehicle and a good driving record. (12/18)

OUTPATIENT PSYCHIATRY

***OFFICE MANAGER (1-FT)**

Supervisor: Keri Riedel

DUTIES: The Office Manager position is an exciting opportunity to coordinate an outpatient office and work closely with support staff providers. If you have excellent follow-through, like to improve systems and flow in the office, are a self-starter and a team player, and get great satisfaction from making the office work for patients, then this job is for you. Generally, duties will include ensuring a smooth flow of patients seen in the office, managing conflict both with staff and patients, running reports and monitoring performance, monitoring patient schedules, responding in a timely manner, and creating cohesion and consistently ensuring task are completed timely. If you are the right candidate for this exciting position, please apply online at www.saluscareflorida.org/careers.

QUALIFICATIONS: Requires an HS diploma or equivalent. One year or more of office experience with client contact. Excellent customer service, positive attitude, communication and organizational skills a must. Literacy in MS Word and Outlook. Must type 30 CWPM. Leadership experience a plus. Bi-lingual (English/Spanish) preferred but not required. (2/12)

COLONIAL Campus

CRISIS STABILIZATION UNITS

***ACUTE CARE CLINICAL SERVICES MANAGER (1-FT)**

Supervisor: Elizabeth Garcia

DUTIES: The successful manager candidate will be responsible for the effective supervision of all clinical functions related to the delivery of quality behavioral health services for the Crisis Stabilization Units, Emergency Services, and Detox populations. Responsibilities will include supervision of various leveled direct clinical staff offering a broad scope of acute mental health and substance abuse services in multiple locations, successfully support the development and monitoring of programs budgets, assures good risk management of discharge planning needs, routinely maintains compliance with Agency policies and procedures, and reliably assumes some rotating after hour on-call responsibilities.

QUALIFICATIONS: Must possess a Bachelor's degree in a human service field with at least 5 years mental health substance abuse experience and 2 years supervisory experience. CAP (Certified Addictions Professional) licensure required. Master's degree preferred, but not required. Familiarity with Florida Baker Act law also preferred. (3/5)

CRISIS STABILIZATION UNITS (contd.)

***ACUTE CARE RN OR LPN (1-FT 32hrs/wk. (Wed, 3pm-11pm, Sat, 9am-9pm, Sun, 7am-7pm)**

1-PT 24hrs/wk. (Sat & Sundays 7am-7pm) 1-PRN)

Supervisor: Courtney Brown

DUTIES: Are you looking to make a difference in the lives of your patients? Is helping your patient to achieve positive outcomes at discharge important to you? Does working with a staff of dedicated employees and some of the best nurses in Lee County sound appealing to you? If so then your employment search may have just ended. We are looking for an RN **OR** LPN to work on our adult crisis units as part of a multi-disciplinary team, providing nursing care, documentation of nursing care and behavioral observation using our EMR, completing nursing assessments, and medication administration. Our preference is to promote from within and our staff retention is high. Come and talk to us about our extensive benefit package and our newly revised pay scale and shift differential for night shift

QUALIFICATIONS: Requires a valid Florida RN OR LPN Licensure and Nursing Degree. Basic computer skills and good communication skills required. Previous detoxification experience and knowledge of substance abuse treatment modalities preferred. Requires the ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (9/25)(11/20)(01/01)

***ADVANCED REGISTERED NURSE PRACTITIONER (ARNP) (1-FT)**

Supervisor: Dr. Kenneth Carter

DUTIES: Responsible for providing clinical care on the CSU and Detox units. Will independently obtain psychiatric histories, prescribe medication as appropriate and evaluate for effectiveness, communicate with families as appropriate, perform patient bridge assessments at discharge.

QUALIFICATIONS: Requires either a Master's degree in Nursing with Two (2) years' experience as a Psychiatric ARNP **OR** a Master's degree in Psychiatric & Mental Health Nurse Practitioner-or similar. Must possess a clear/active FL licensed as an ARNP. ANCC certificate in Psychiatry/Mental Health Specialty required. (2/5)

***CLINICIAN/DISCHARGE PLANNER II (2-FT, 1-PT 20hrs/wk., 2-PRN)**

Supervisor: Elizabeth Garcia

DUTIES: *NO ongoing case load and NO driving required!!* Discharge Clinicians work very closely with an interdisciplinary team of Physicians and Nurses to establish a plan for continuity of care preparing patients to be discharged from the Crisis Stabilization Unit. Plans may include conducting family sessions, identifying supports, and linkage to outpatient mental health/substance abuse service in effort to assist a patient in maintaining stability in their own community.

QUALIFICATIONS: Requires a BA/BS in a human services field from an accredited university or college. One year of experience in the behavioral health field. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (1/15)(1/22)(3/12)

***INPATIENT PSYCHIATRIST (FT Preferred)**

Supervisor: Dr. Kenneth Carter

DUTIES: Acute Care Psychiatrists perform psychiatric evaluations in acute care settings with an emphasis on the child & adolescent population. They perform medication management, provide consultation, second opinions, and appear in mental health hearings as needed. At the discretion of the Chief Medical Officer and according to census and established medical need for services, Psychiatrists may be assigned to CCSU, Adult CSU, or Emergency Services.

QUALIFICATIONS: Must be a graduate from an accredited medical school. Must be Board Eligible in Psychiatry by the American Board of Psychiatry & Neurology (Board Certified preferred). Requires 5 years' post-residency work experience and a demonstrated interest in treating the acute care and child/adolescent population. Must have an active and clear FL medical license and an active DEA certificate. Previous addictions or community mental health experience a plus.

***SUPPORT SPECIALIST III (1-PT 20hrs/wk. FLEXIBLE)**

Supervisor: Sue Terry

DUTIES: Provide varied secretarial & programming support for CSU's, including data entry, admission/discharge information, census, billing, filing, copying, faxing, routing mail and all functions related to clinical records (EMR), including chart auditing and processing. Prepare daily, weekly and monthly reports. Process purchasing and maintenance requests, monthly quality reviews. Supply Unit galleys and office supplies, as needed.

QUALIFICATIONS: Requires an HS diploma or equivalent. At least One (1) year related experience. Must type 30 CWPM and use MS Word effectively. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. Requires a valid FL driver's license with a good driving record, reliable vehicle and current auto insurance. (10/16)

EMERGENCY SERVICES

***ES CLINICIAN II (1-PT 8hrs/wk., 1-PRN)**

Supervisor: Elizabeth Garcia

DUTIES: NO ongoing case load and NO driving required!! Emergency Service Clinicians will conduct mental health and substance abuse clinical assessments in the Emergency Service department including psychosocial, diagnostic reviews, and general triaging of patient emergent needs. Emergency Service Clinicians provides assessments services to children as well as adults. Good understanding of DSM diagnosis preferred. Emergency Services Clinicians formulate treatment plans and outcomes for the state and will utilize an electronic medical record.

QUALIFICATIONS: Requires a BA/BS in a human services field from an accredited university or college in social work, psychology, counseling or related field. Must have one (1) year of experience providing direct care services in a behavioral health setting. Co-occurring experience preferred. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (10/02)

FOOD SERVICES

***COOK'S ASSISTANT (1-FT)**

Supervisor: Crystal Hill

DUTIES: Must keep kitchen clean and safe, cook and serve patients and staff member's meals. Will maintain logs, communicate, understand and respect cultural diversity, follow menus, maintains staff development and other duties as assigned by supervisor.

QUALIFICATIONS: Requires a HS diploma/equivalent. Ability to read, write and speak English. Six months kitchen experience and Food Handler Certification. Requires a valid FL driver's license with a good driving record, and current auto insurance. (3/5)

***DIETARY AIDE (1-FT)**

Supervisor: Crystal Hill

DUTIES: Maintain kitchen safety by keeping floors clean, washing dishes, and assist with tray line. Delivery of bulk food carts to SalusCare campus and courier service between campuses, if applicable demonstrate an understanding and respect for cultural competence and sensitivity when interacting with consumers of SalusCare services.

QUALIFICATIONS: Requires a HS diploma or equivalent, kitchen or food services experience preferred. Requires a valid FL driver's license with a good driving record, and current auto insurance. (2/26)

***FOOD SERVICE DIRECTOR (1-FT)**

Supervisor: Ronne Apicella

DUTIES: Responsible for the effective and efficient management of all functions related to the delivery of quality meals. Directly and effectively supervises a team of Dietary Aides and Cook's Assistants. Monitors activities/duties of assigned staff to ensure appropriate procedures are being followed on a day to day basis. Ensures adequate amounts of food supplies are available at all times. Completes inventory checks, supply orders, purchase request and/or check request in a timely and effective manner. Maintains compliance with the Department of Health, Department of Children and Families and accrediting regulations as appropriate. Capable supports the development and monitoring of program budgets. Responsible for monthly reporting on budget variance analysis. Serves as an effective leader and role model within the organization.

QUALIFICATIONS: Requires a HS diploma or equivalent and a valid FL Food handler's certificate. Requires either 1 year of culinary education and 1 year of related experience, or, 1 year of college education in any field and 2 years of culinary experience. Requires 1 of the years above as a supervisor. Must have a professional Food Safety Manager Certification or successfully obtain within 90 days of hire. (2/19)

TECHNICIANS DEPARTMENT

***BEHAVIORAL HEALTH TECHNICIAN II**

Supervisor: Brian Eger ACSU/CCSU:

1st shift, 1-FT 40hrs/wk. (Monday-Friday) 1-PT 24hrs/wk. (Fri, Sat & Sundays), 3rd shift, 1-FT (Friday-Tuesday), 1-FT 32hrs/wk. (Sunday-Wednesday), 1-FT 32hrs/wk. (Thursday-Sunday) 1-PT 16hrs/wk. (Friday & Saturday); PRN

Supervisor: Tabatha Davis DETOX:

1st shift, 1-PT 24hrs/wk. (Tuesdays & Thursdays plus every other weekend) 2nd shift, 1-PT 24hrs/wk. (Tuesdays & Thursdays plus every other weekend) 3rd shift, 1-PT 8hrs/wk. (every other weekend) PRN

Supervisor: Vanessa Jones-Styles TLC:

2nd shift 1-PT 24hrs/wk. (Friday, Saturday & Sunday) 3rd shift; 1-FT, 1-FT (Sunday –Thursday) 1-FT 32hrs/wk. (Wednesday – Saturday) PRN

Supervisor: Morgan Scurry VSC: 3rd shift, 1-FT 32hrs/wk. (Friday-Monday) PRN

DUTIES: Work on a team of passionate behavioral health technicians making a difference in the lives of adults and children every day. Ensure safety of all patients and staff members by working as a team, carefully monitoring patients, and using verbal de-escalation skills. Effectively engage patients while facilitating recreation and leisure groups, transporting patients (short and long distances), and observing medications on residential campuses. Provide quality care with long-term impacts by assisting patients with activities of daily living, encouraging social recreation, and initiating behavior modification. This position works on various campus locations ensuring exceptional and compassionate care is provided at all times.

QUALIFICATION: Requires a HS diploma/equivalent and either 1-yr direct-care experience in a human services field OR the successful completion of the equivalent of 30 semester/credit hours towards an undergraduate degree. Must have general knowledge of co-occurring disorders in order to best serve both target populations (substance abuse and mental health). Must be comfortable working with children and adults and to use verbal and physical interventions (as a last resort) to manage aggression. Requires a valid FL driver's license with a good driving record and current auto insurance. (1/22)

DIETICIAN (Independent Contractor)

DIETICIAN (*hours vary*)

Supervisor: Lee Nerenberg

DUTIES: State Certified Registered Dietician will sign off on master menu quarterly. Teach nutrition class at the Transitional Living Center two times per month. Be available for consultation for special diets and supply leadership to Director of Food Service.

QUALIFICATIONS: Maintain appropriate clear and active licensure to qualify as a Registered Dietician in Florida. Must be able to give nutritional classes, and demonstrate understanding of the CARF and regulatory standards. Follow HIPAA rules and regulations. Consistently demonstrates best co-occurring practice standards.