



## JOB VACANCY LISTING – July 1<sup>st</sup>, 2018

### 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 A M-4:30 PM, Monday-Friday)

OR by visiting our company website: [www.saluscareflorida.org](http://www.saluscareflorida.org)

Completed applications may be submitted via E-MAIL: [happly@saluscareflorida.org](mailto:happly@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

**\*BEHAVIORAL HEALTH TECHNICIAN II** (2<sup>nd</sup> shift. 1-FT, 1-FT 40hrs/wk. (Wed-Sat), 1-PT 16hrs/wk. PRN

**Supervisor: Morgan Scurry**

**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 year 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 Florida driver's license with a good driving record and current auto insurance.

# **TRANSITIONAL LIVING CENTER Campus**

## **TRANSITIONAL LIVING CENTER**

### **\*BEHAVIORAL HEALTH TECHNICIAN II** (1<sup>st</sup> shift. 1-PT 16hrs/wk., 2<sup>nd</sup> shift. 1-PT 24hrs/wk., PRN)

**Supervisor: Vanessa Jones-Styles**

**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 year 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 Florida driver's license with a good driving record and current auto insurance.

### **\*CARE COORDINATOR (1-FT)**

**Supervisor: Dena Paniccia**

**DUTIES:** Highly responsible professional position providing care coordination, referral services, and life skills to Transitional Living Campus patients and their families.

**QUALIFICATIONS:** Bachelor's degree from an accredited university in a human service field required. Requires One (1) year of fulltime 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, but not required. Requires a valid Florida driver's license, current auto insurance, a good driving record and a reliable vehicle. (6/24)

### **\*RESIDENTIAL CLINICIAN (1-FT)**

**Supervisor: Dena Paniccia**

**DUTIES:** Highly responsible professional position providing individual, family and group substance abuse and mental therapy to adult patients in the adolescent and adult residential, day treatment and aftercare programs.

**QUALIFICATIONS:** Bachelor's degree in the human service field from an accredited university required. CAP preferred, but not required. Requires One (1) year of fulltime experience working with individuals with dual diagnosis. Must have general knowledge of co-occurring disorders in order to best serve our population of patients.

# ORTIZ Campus

## ADULT COMMUNITY SERVICES

### **\*COMMUNITY SUPPORT SPECIALIST (1-FT)**

**Supervisor: Dushun Beckford-Torres**

**DUTIES:** Effectively works with individuals with a mental health and / or co-occurring substance abuse diagnosis to assist in maintaining and increasing independence through Psychosocial Rehabilitation. Work as part of a multidisciplinary treatment team in conjunction with Case Management to provide support to consumers in their natural environment.

**QUALIFICATIONS:** Bachelor's degree in the human service field from an accredited university required. Requires a valid Florida driver's license, current auto insurance, a reliable vehicle and a good driving history. Computer skills in Windows operating systems required. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (6/17)

### **\*MEDICAL CARE MANAGER (1-FT)**

**Supervisor: Dushun Beckford Torres**

**DUTIES:** Provides training, education, and support to persons with severe and persistent mental illness and co-occurring disorders in the areas of: Medication education, medication side effects, treatment compliance, metabolic disorder management/prevention, and primary care coordination.

**QUALIFICATIONS:** Requires a Florida nursing license (Licensed Practical Nurse), requires a valid FL driver's license, a good driving record and current auto insurance. 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. Bilingual and one-year experience working the mental health population preferred. (6/24)

## BILLING

### **\*ACCOUNTS RECEIVABLE SPECIALIST (1-FT 30hrs. /wk.)**

**Supervisor: Debora Reed**

**DUTIES:** Liaison for the collection agency. Effectively work self-pay accounts and accurately turn over to the collection agency on a monthly basis. Dependably assist with cash posting. Reliably work the unapplied payment report.

**QUALIFICATIONS:** Requires a HS diploma. Must type 30cwpm. Requires 6 months of A/R experience, preferably in a medical office environment. (6/24)

## CHILDREN'S ACTION TEAM

### **\*THERAPEUTIC MENTOR (1-FT)**

**Supervisor: Laura Guarino**

**DUTIES:** *"This position includes a generous differential pay rate that it is over and above the regular rate of pay!"* This Therapeutic Mentor position works with children and adolescent with mental health diagnosis and / or co-occurring disorders. The Community Action Team is a group of dynamic individuals that offer comprehensive wrap around services including nursing, case management, therapy and therapeutic mentoring. Individuals serving in this position function by assisting in maintaining and increasing independence through Psychological Rehabilitation. This service is intended to restore the individual's skill and abilities essential for independent living. This would include but is not limited to training, education, mentoring and support, based on individualized assessment of the skill deficit. Additionally, this position works closely with the clinician to assist the patient in reaching their therapeutic goals. If you have a passion for working with this population and want to assist with high risk individuals in being diverted from out of home placement, then this position may be right for you!

**QUALIFICATIONS:** Requires a HS Diploma or equivalent with a Recovery Peer Specialist certification by Florida Certification Board **OR** a Bachelor's of Arts degree in a human services major, such as psychology, social work, education or vocation rehabilitation from an accredited college or university. Must be proficient in Windows based computer operating system. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. Requires a valid Florida driver's license, current auto insurance, a reliable vehicle and a good driving history. (6/10)

## CHILDREN'S CASE MANAGEMENT

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

**Supervisor: Salvatore Romano**

**DUTIES:** Provides Case Management services to children and youth in need of coordinated community based mental health services in order to avert more restrictive out of home residential placement. Maintain a maximum caseload of 20 patients. Assume an advocacy role for patients to assure access to services documented in the service plan and monitor that these services are provided in a timely and appropriate manner. Monitor progress or lack of progress toward goals and make changes as necessary. This includes arranging case staffing as necessary.

**QUALIFICATIONS:** Requires Bachelor's degree from an accredited university or college with a major in counseling, social work, psychology, criminal justice, nursing, rehabilitation, special education, health education, or a related human services field (a related human services field is one in which major course work includes the study of human behavior and development) and one (1) year of full time or equivalent experience working with children with serious emotional disturbances. **Training Requirements:** Possesses knowledge of available resources in the service area for children with serious emotional disturbances and comply with state and federal statutes, rules and policies that affect the target population. Completed or agrees to complete AHCA-approved mental health targeted case management training within three months of initially providing Medicaid services. Within 6 months must obtain Certified Behavioral Health Case Manager Certification from Florida Certification Board. Requires a valid Florida driver's license, current auto insurance, a reliable vehicle and a good driving history.

## COMMUNITY SUBSTANCE RECOVERY TEAM

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

**Supervisor: Alice Merrifield**

**DUTIES:** Highly professional and competent clinician position in SalusCare's newest program! Delivers individual and group therapy to adults experiencing substance use / abuse challenges, possibly also with co-occurring mental health disorders. Exciting inter-disciplinary team (case management, medical case management, peer specialist and outreach peer workers) will be delivering services in the community to support individuals working towards their recovery from substance use. Must function well as a team member and be able to implement evidence-based clinical treatment for substance use and mental health disorders. Documentation of services in an accurate and timely manner. Asset in maintaining and contributing to program outcomes. Develops relationships with internal and external providers and resources.

**QUALIFICATIONS:** Master's degree from an accredited university in a human services field with one of the following: Two (2) years of professional experience in providing services to persons with behavioral health disorders or current supervision under a licensed clinician required; CAP/MCAP preferred. Experience facilitating groups and individual therapy. Knowledge of substance abuse, mental illness, and co-occurring disorders required. Requires a reliable vehicle, current driver's license, auto insurance and a good driving record. Requires the ability to attain competency with the company electronic health record and use it effectively within required time frames.

## COMMUNITY SUBSTANCE RECOVERY TEAM (contd.)

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

**Supervisor: Alice Merrifield**

**DUTIES:** New program! Highly motivated professional position to assist with the start-up and ongoing management of SalusCare's newest program. Provide supervision for a community-based interdisciplinary team that will be delivering services to adults presenting with substance use/abuse challenges and possibly co-occurring mental health issues. The team will consist of a clinician, case manager, LPN, peer specialist and two outreach peer specialist. The clinical manager and outreach specialist will develop strong relationships with hospitals, doctor offices, detox and community-based service providers to engage people in comprehensive community treatment provided by the team. Psychiatric and MAT services will be provided in conjunction with the team. Must be able to create a strong, positive team environment, supporting staff in working collaboratively together to assist and support people participating in the program in their journey towards recovery. This position will offer a wide variety of experience in program management including supervision of staff, coordination of services internally and externally, development of community relationships outcome reporting, program budget planning and monitoring, development of quality programming, and implementation of evidence based practices.

**QUALIFICATIONS:** Master's degree from an accredited university or college with a major in counseling, social work, psychology, criminal justice or related human services degree and 1 year of full time or equivalent professional experience serving the adults with co-occurring mental health and substance abuse issues or substance use; Requires 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. Each supervisor must complete AHCA-approved mental health targeted case management training within three months of initially supervising case managers. Must be certified within 6 months with Florida Certification Board Targeted Case Manager (Adult Endorsement) Certification. (6/17)

### **\*MEDICAL CARE MANAGER (1-FT)**

**Supervisor: Alice Merrifield**

**DUTIES:** Exciting new position open in the latest program addition at SalusCare. Be a member of an interdisciplinary team providing substance use/abuse services in the community to support participants in their journey to recovery. This position will coordinate closely with the program psychiatrist and treatment team staff to ensure coordination of services and continuity of care. Liaison with internal and external community resources including hospitals, detox, and other medical resources to support wellness and physical recovery. Knowledge of MAT is essential. Must be able to work well in a team environment.

**QUALIFICATIONS:** Requires a minimum of a H.S. diploma or equivalent. Clear/ Active Florida nursing license (Licensed Practical Nurse) required. Requires a valid FL driver's license, a good driving record and current auto insurance. 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. One (1) year experience with substance using patients preferred. (6/17)

### **\*OUTREACH WORKER / PEER SPECIALIST (2-FT)**

**Supervisor: Alice Merrifield**

**DUTIES:** Unique positions in SalusCare's newest program. Provide outreach services in community settings support persons with substance use / abuse challenges in accessing the program's services. Coordinate with hospitals, physician practices, detox and other internal and external community-based programs to identify people in need of services and support them in accessing screenings and appropriate level of care. Coordinate closely with the program clinical manager and team members in efforts to ensure individuals transition to the team from levels of care as indicated. Must be able to develop strong working relationships with other providers and potential program members. Must be able to work independently as well as function as a member of a team.

**QUALIFICATIONS:** Requires a Bachelor's degree from an accredited university or college with a major in Human Services field. Demonstrate peer support based on personal experience to conduct outreach activities. Requires a valid Florida driver's license, current auto insurance, a reliable vehicle and a good driving history. Computer skills in Windows operating systems required. Must be able to effectively communicate with individuals who may be confused and/or irate. Must be able to independently maneuver through a variety of environments (including those that are unclean) and interact effectively with persons from various cultural backgrounds. Must be able to obtain Peer Specialist Certification within 6 months (6/17)

## COMMUNITY SUBSTANCE RECOVERY TEAM (contd.)

### **\*PEER SPECIALIST (1-FT)**

**Supervisor: Alice Merrifield**

**DUTIES:** Put your experience in accessing and maintaining services to use as you support others in their journey to recover from substance use by joining our new community-based substance recovery team. Work with other staff to support people in their initial engagement with the team, and actively maintaining their involvement in services. Assist the team in identifying barriers to accessing and engagement in the services. Must be able to work well in a team environment and demonstrate skills in engaging people and maintaining a professional demeanor and boundaries.

**QUALIFICATIONS:** Requires a H.S. diploma or Equivalent. Peer Specialist Certification must be obtained within 6 months of hire. Experience in having been or currently being a recipient of substance abuse and or co-occurring services. Must possess a valid Florida driver's license, current auto insurance, a reliable vehicle and a good driving history. Computer skills in Windows operating systems required. (6/17)

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

**Supervisor: Alice Merrifield**

**DUTIES:** Substance Abuse Case Manager Position in SalusCare latest program. Key member of an interdisciplinary team consisting of a manager, clinician, medical care manager, peer outreach specialist and peer specialist working together to provide treatment and supportive community services to adults using / abusing substances. Conducts assessments to determine individual service plan needs. Provide case management services and coordinate services with other team members, and internal and external community based resources. Must have general knowledge of local resources. Must be able to document services and contribute to program outcomes. Works well in exciting team environment.

**QUALIFICATIONS:** Bachelor's Degree in a human service field from an accredited college or university and one year experience working with adults with substance abuse disorders or co-occurring experience preferred. Must possess a valid Florida driver's license, the appropriate level of automobile insurance coverage, a reliable vehicle and a good driving history. Computer skills in Windows operating systems required.

Training Requirements: Completed or agrees to complete AHCA-approved mental health targeted case management training within three months of initially providing Medicaid services. Must be certified within 6 months with Florida Certification Board Targeted Behavioral Health Case Manager Certification. (6/17)

### **\*SUPPORT SPECIALIST III (1-FT)**

**Supervisor: Alice Merrifield**

**DUTIES:** Provide administrative support to the managers and staff of the CSRT, ITT and HIM teams including running program reports, ordering supplies, formatting and printing program materials, form maintenance among other responsibilities. Must work well in a team environment and possess effective communication and customer service skills.

**QUALIFICATIONS:** Requires a HS Diploma or equivalent. One (1) year or more prior office experience required. Must be proficient in MS Word to create and maintain requested documents. Must type 30 CWPM. (6/17)

## 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. One (1) year related experience required. Requires a valid Florida driver's license, current auto insurance, a good driving record and a reliable vehicle.

## OUTPATIENT PSYCHIATRY

### **\*LICENSED PRACTICAL NURSE (1-PRN)**

**Supervisor: Keri Riedel**

**DUTIES:** Will perform client vitals, create / update treatment plans, provide client education, medication and respond to questions, obtain prior authorizations, call prescriptions into pharmacy under doctor instruction, administer injections, schedule appointments and enter data into the medical record.

**QUALIFICATIONS:** Requires an LPN certification and a clear / active nursing license. Experience in the mental health and substance abuse is a plus. Basic computer and typing skills required. Ideal candidate will have excellent customer service, a great attitude, and desire to help people. Bilingual (English / Spanish) preferred. (5/20)

## OUTPATIENT PSYCHIATRY (contd.)

### **\*OUTPATIENT PSYCHIATRY AUTHORIZATION SPECIALIST (1-FT)**

**Supervisor: Keri Riedel**

**DUTIES:** Do you like to work independently much of the time while also being a part of a team? Are you organized and efficient? This position completes prior authorizations for medication through insurance carriers while gathering appropriate data from the patient medical record and coordinating with care providers such as doctors, nurses, therapist, and others. Communication with pharmacies and patients via phone and email is then completed, helping people obtain medications. If you are the right candidate for this position, please apply online at [www.Saluscareflorida.org/careers](http://www.Saluscareflorida.org/careers).

**QUALIFICATIONS:** Requires a HS Diploma or equivalent. BA/BS degree in a human services field preferred. Requires at least one (1) year of managed care, mental health, substance abuse or medical health work experience. Must be proficient in MS Word to create and maintain requested documents and have ability to work in an electronic health record. Positive attitude and desire to help others is a must. (6/17)

### **\*SUPPORT SPECIALIST III (1-FT)**

**Supervisor: Keri Riedel**

**DUTIES:** Front desk patient check-in position that assist in the development of departments and flow with consistent follow through of assigned tasks. Will greet clients, check-in, check-out, schedule appointments in person and on the phone, verify insurance coverage, collect fees and use proper cash handling procedures, answer telephone calls, copy, file, fax, process mail and other basic office functions, run reports and create and respond to e-mail in a timely manner. Must be willing to travel between locations – no greater than 12 mile span.

**QUALIFICATIONS:** Requires a HS diploma or equivalent. One (1) 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. Bi-lingual (English/Spanish) preferred, but not required.

## OUTPATIENT THERAPY

### **\*CARE COORDINATOR (2-PT 20hrs/wk. OR 1-FT)**

**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 an individual with positive energy, a dynamic and flexible style, with a strong interest in 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 and compassionate behavioral health 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 20 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 as well as to provide substance abuse case management services for patients while in OPT. Other benefits include 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:** Must have a Bachelor'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. Experience with co-occurring substance abuse preferred. Must be comfortable working with children, families and adults in multiple modalities. Must be comfortable working with the court system. This position may involve multiple locations. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (11/19)

## OUTPATIENT THERAPY (contd.)

### **\*CLINICIAN V (1-FT OR 2-PT 20hrs/wk.)**

**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 an individual with positive energy, a dynamic and flexible style, with a strong interest in 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 and compassionate behavioral health care. This position is part of a team of over 23 wonderfully skilled clinicians with an outstanding range of experience. You will be able to provide individual, family, and group treatment to a wide ranging population from the surrounding communities. Our benefits include 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 clear/active Florida License as an LCSW. Master's degree or higher from an accredited college or university with a major in the field of counseling, social work, psychology or related human services field; and a minimum of one (1) year professional experience in providing services to persons with a substance abuse, mental health or co-occurring diagnosis. Must be able to effectively assess and refer children, adolescents, adults and co-occurring disorders. May require travel to various office locations at Cape, Evans or Ortiz. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames; must be able to perform duties in a variety of locations and settings. Must complete all applicable background checks which includes a FCIC/NCIC background check through the Department of Corrections. (5/20)

## PATH / MAP

### **\*OUTREACH WORKER/ PEER SPECIALIST (1-FT)**

**Supervisor: Eddris Jamieson**

**DUTIES:** The Outreach Worker / Peer Specialist will efficiently conduct outreach activities to individuals with mental illness and or substance abuse issues, while providing peer support services based on personal experiences. The Peer Specialist/Outreach Worker will develop meaningful, trusting and impactful relationships when engaging in outreach activities.

**QUALIFICATIONS:** Requires a Bachelor's degree in the human service field from an accredited university or college. Demonstrate peer support based on personal experience to conduct outreach activities. Requires a valid Florida driver's license, current auto insurance, a reliable vehicle and a good driving history. Computer skills in Windows operating systems required. Must be able to effectively communicate with individuals who may be confused and/or irate. Must be able to independently maneuver through a variety of environments (including those that are unclean) and interact effectively with persons from various cultural backgrounds. Must be able to obtain Peer Specialist Certification within 6 months from Florida Certification Board. (6/10)

# **EVANS Campus**

## ACCOUNTING

### **\*DIRECTOR OF ACCOUNTING (1-FT)**

**Supervisor: Ronne Apicella**

**DUTIES:** Financial statement preparation. Preparation and analysis of agency budget. Work with external auditors to coordinate financial audit and prepare IRS Form 990. Supervision of Accounting, Payroll, and Purchasing staff.

**QUALIFICATIONS:** Requires a Bachelor's Degree (B.A. or B.S.) in Accounting or Finance. Three (3) years of accounting experience is required. Five years (5) is preferred. Also one (1) year of prior supervisory experience is required. Must be proficient in Microsoft Word, Excel, and Outlook and must be able to attain competency with company accounting software and use it effectively within required timeframes. (5/27)

## ACCOUNTING (contd.)

### **\*SENIOR ACCOUNTANT (1-FT)**

**Supervisor: Ronne Apicella**

**DUTIES:** Will participate in coordinating monthly close. Maintain close documents, ensure all journal entries are documented and lead sheet complete. Prepare journal entries and appropriate reconciliations for general ledger balance sheet accounts. Prepare grant / contract invoices, related journal entries and associated financial reporting requirements.

**QUALIFICATIONS:** Requires a Bachelor's Degree (B.A. or B.S.) in Accounting or Finance is required. Three (3) years of staff accounting experience is required. Must be proficient in Microsoft Excel. Must be able to attain competency with company accounting software and use it effectively within required timeframes. Great Plains experience is a plus. Requires a valid driver's license with a good driving record, and current auto insurance. (6/3)

## DETOX

**\*BEHAVIORAL HEALTH TECHNICIANS II (2<sup>nd</sup> shift. 1- PT 8hrs/wk., (e/o weekend), 3<sup>rd</sup> shift. 1- PT 8hrs/wk. (every other weekend) 4- PRN**

**Supervisor: Dana Johnson**

**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 year 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 Florida driver's license with a good driving record and current auto insurance.

**\*CLINICIAN II/DISCHARGE PLANNER (1-PRN)**

**Supervisor: Maria Menacho**

**DUTIES:** ***NO ongoing case load and NO driving required!!*** Intake and discharge planning activities for substance and co-occurring patients leaving the Detoxification unit/Acute Care Program. 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 university or college in social work, clinical psychology, counseling or a related human service field. CAP preferred. Requires one year of experience providing co-occurring mental health and substance abuse services. Bilingual (English/Spanish) preferred. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (4/2)

**LPN or RN (1-PT 24hrs/wk., 1- PT 12hrs/wk., 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. (5/20)

## INFORMATION TECHNOLOGY

### **\*FIELD TECHNICIAN (1-FT)**

**Supervisor: Shawn Evans**

**DUTIES:** Staff members is responsible for onsite trouble shooting and configuring of computers and software for users. Primary duties include troubleshooting of PC problems, including adds, changes and updates to user accounts. This is a travel position that will travel.

**QUALIFICATIONS:** Requires a HS diploma or equivalent. Requires a minimum of one (1) year of IT related experience. Must be able to attain competency with company software and use it effectively within required timeframes. (6/24)

### **\*NETWORK TECHNICIAN (2-FT)**

**Supervisor: Shawn Evans**

**DUTIES:** Staff member is responsible for analyzing, troubleshooting and configuring computer applications and systems for users, providing computer and network support. Primary duties include troubleshooting of IT problems, including adds, changes and updates to user accounts. Diagnose applications and maintains company computers, switches, and servers, provides updates and changes to hardware and software. Team worker providing assistance and support to other staff while continuing to grow in knowledge of systems.

**QUALIFICATIONS:** Requires a HS diploma or equivalent. Requires a minimum of two (2) years of IT related experience. Requires at least one IT related certification. Must be able to attain competency with company software and use it effectively within required timeframes. (6/24)

### **\*PROGRAMMER ANALYST (1-FT)**

**Supervisor: Alejandro Garcia**

**DUTIES:** This position is responsible for leading, initiating, completing, and testing of software implementations and updates participating in agency process improvement.

Also, responsible for report generation, development and documentation of reports from various data sources supporting standardized and/or customized reports as well as distributing and training of agency specific reports. Use SSRS, Excel, SQL, and SharePoint, to provide support to end users for all software and system related issues. Creating and maintaining Databases. Responsible for Data Integrity. Both Data integrity and Data Mining are paramount to this position. Ability to consistently meet deadlines providing various Data Reporting Formats and uploads.

**QUALIFICATIONS:** Requires a HS diploma and the equivalent of 60 credit hours towards an undergraduate degree in computer science or related field **OR** the equivalent of 40 credits in said field with a written professor recommendation. Must demonstrate ability in programming language. Requires a working knowledge in the following languages/platforms: Visual Studio, C#, .NET, PHP, MySQL, HTML, SSRS, SQL Server, and SharePoint other programming language is a plus. . Must have a valid driver's license, current auto insurance, a good driving record and a reliable vehicle. (5/6)

## **COLONIAL Campus**

## CRISIS STABILIZATION UNITS

### **\*ACTIVITY COORDINATOR (1-FT)**

**Supervisor: Jaislee Spina**

**DUTIES:** Provides meaningful training, education, and group activities with patients on the Crisis Stabilization Unit to address issues such as anger management, appropriate coping skills, activates of daily living skills, food planning and preparation, money management, maintenance of the living environment and training in appropriate use of community services, and facilitation of cognitive and socialization skills for effective life management.

**QUALIFICATIONS:** Requires a High School diploma and (5) five years of experience in a human service field **OR** BA/ BS in a human service field. Experience developing activities or facilitating individual/group therapeutic activities preferred. Experience documenting in a clinical record also preferred. (6/24)

## CRISIS STABILIZATION UNITS (contd.)

### **\*ACUTE CARE RN (Children's Unit, 3<sup>rd</sup> shift, 1 – FT 32hrs/wk. PRN)**

**Supervisor: Paula Thompson**

**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 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 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.

### **\*ACUTE CARE RN OR LPN (Adult Unit, 1-FT 32hrs/wk. 2<sup>nd</sup> shift, 1-PT 8hrs. /wk. 3<sup>rd</sup> shift, 1-FT PRN)**

**Supervisor: Paula Thompson**

**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. (1/21)(5/6)

### **\*BEHAVIORAL HEALTH TECHNICIAN II (1<sup>st</sup> shift. 1-FT 40hrs/wk., 1-PT 24hrs/wk. 3<sup>rd</sup> shift. 1-FT, 1-PT 16hrs/wk., 1- PRN)**

**Supervisor: Elizabeth Garcia**

**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 year 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 Florida driver's license with a good driving record and current auto insurance.

### **\*CLINICIAN II/DISCHARGE PLANNER (1-PRN)**

**Supervisor: Jaislee Spina**

**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 (1) 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. (1/14)

## CRISIS STABILIZATION UNITS (contd.)

### **\*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 five (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-FT)**

**Supervisor: Kristi Taylor**

**DUTIES:** Responsible for varied secretarial and programmatic support that requires knowledge of organizational operations and policies with direct. Responsibility of overall office management/reception/walk in area.

**QUALIFICATIONS:** Requires a HS diploma/equivalent and one (1) year related experience in related treatment setting. Must be able to type 30CWPM and use MS Word effectively. Requires a valid FL driver's license, good driving record and current auto insurance and a reliable vehicle. (4/18)

### **\*TECHNICIAN DEPARTMENT ASSISTANT MANAGER (1-FT)**

**Supervisor: Elizabeth Garcia**

**DUTIES:** This position is a working / management position that oversees the Behavioral Health Technicians (BHT's) working at SalusCare. This position will be managing primarily Detox BHT's but will also be cross-trained on the other 24/7 campuses. Collaboration is required with senior leadership of program areas including Adult Crisis Unit, the Child Unit, the Detox Unit, the Transitional Living Center campus (adult residential) and the Vince Smith Center campus (adolescent residential). Assists with coverage of assigned shifts, including work as a BHT during that shift and when shifts go unfilled.

**QUALIFICATIONS:** Requires either a HS diploma and two (2) years of FT direct care work experience in a health / human service field **OR** an Associate's degree in a human services or professional / business field, plus One (1) year of supervisory experience in a behavioral health setting. 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 with the effective use of approved physical interventions (as last resort) to manage aggression. Basic computer skills are required to use the electronic health record, email and SalusCare intranet. Excellent communication skills and team work are essential. Must be able to safely drive a 15 passenger van in various weather conditions, distances and times of day / night. Requires a valid Florida driver's license with a good driving record and current auto insurance. (6/3)

## EMERGENCY SERVICES

### **\*ES CLINICIAN II (1-FT 32hrs/wk.)**

**Supervisor: Jaislee Spina**

**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. (6/3)

## EMERGENCY SERVICES (contd.)

**\*INTAKE SPECIALIST (1<sup>st</sup> shift. 1-FT (Saturday – Wednesday), 2<sup>nd</sup> shift, 2-FT 3<sup>rd</sup> shift. 1- PT- 8hrs/wk., PRN)**

**Supervisor: Kristi Taylor**

**DUTIES:** Provide intake triage of individuals presenting at the Emergency Services department. Assist with accurate preparation of charts and other forms of documentation utilized in the Emergency Services department. Demonstrate willingness to perform other relevant duties as assigned by the supervisor.

**QUALIFICATIONS:** Requires a HS diploma/equivalent and one year clerical or direct-care experience in a health/human services field OR an AA/AS degree in a human services field from an accredited college/university OR completion of the equivalent of 60 semester/credit hours towards a BA/BS degree in a human services field from an accredited college/university. Requires ability to type 30WPM and knowledge of basic computer software Systems. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (12/31)(4/29)

## FOOD SERVICES

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

**Supervisor: Richard Dorber**

**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. Must have a Food Handler Certification or successfully obtain within 90 days of hire. (5/13)

