JOB OPENINGS AS OF MARCH 3, 2017

Interested candidates should apply by sending resume, cover letter with salary requirements to: hr@concordcounseling.org

AOD Therapist – LISW/LPCC – Full-time & Contingent

Concord is seeking a fulltime AOD Therapist to provide mental health and drug & alcohol counseling with adults and children. Therapists must have a passion for helping clients improve their lives, have the ability to establish therapeutic relationships with their clients while maintaining the appropriate professional boundaries, and have the ability to work with a multidisciplinary team. Contingent opportunities available too!

Candidates must be a Licensed Independent Social Workers (LISW) or Licensed Professional Clinical Counselors (LPCC). AOD experience required for the fulltime position; previous group work a plus; Ability to work at least two evenings per week to accommodate client schedules. Excellent communication and interpersonal skills; Computer literacy required to operate Electronic Health Record.

School Based Mental Health Therapist – LISW/ LPCC – 12month position

Concord Counseling Services is seeking a fulltime School-Based Mental Health Therapist to provide mental health counseling to children and adolescents (grades K-12) in the Groveport Madison School District. This is a year round position.

Candidates must be a Licensed Independent Social Worker (LISW) or Licensed Professional Clinical Counselor (LPCC). Must be a self-starter, be able to work independently and have excellent communication, interpersonal and clinical skills; Computer literacy is required to operate Electronic Health Records.

Wellness Advocate - Senior Services - FT

Concord Counseling Services is seeking a Wellness Advocate to provide case management services to seniors / older adults. We are seeking people with 1 - 3 years experience, who are ready to serve with their heart! This is a full-time position and job requirements include, but are not limited to:

• Assisting clients to achieve an increased level of independence within the community.
• Resource management, symptom monitoring, advocacy with medical providers, and a wide range of supportive activities.
• Group work; planning and monitoring client outcome goals
• Excellent communication, interpersonal, and computer skills are essential.
• Candidates must at minimum Bachelor’s Degree in Social Work or a related field.
• Must have a valid driver’s license, a reliable vehicle, maintain a good driving record and have the ability to provide safe transportation.

We offer a comparable salary and benefits. We have high employee satisfaction rates on our employee survey.

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Concord Counseling Services, 700 Brookside Dr, Westerville, OH 43081

Concord is an Equal Opportunity Employer. Concord is highly committed to promoting and maintaining an atmosphere that is culturally inclusive and that welcomes diversity.
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Employment Specialist - Vocational Rehab Services- FT

Concord Counseling Services is seeking a fulltime, Employment Specialist, to work with individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties. Duties include assessing client needs and designing and implementing vocational programs that may include assessment, vocational counseling, training, and job placement. It also included participating in job development and placement programs, contacting prospective employers, placing clients in jobs, and evaluating the success of placements. Candidates should have a bachelor’s degree in a related field. Strong coaching, organizational, communication and interpersonal skills required.

The Employment Specialist will be expected to:
- Confer with physicians, psychologists, occupational therapists, and other professionals to develop and implement client rehabilitation programs.
- Maintain close contact with clients during job training and placements to resolve problems and evaluate placement adequacy.
- Arrange for physical, mental, academic, vocational, and other evaluations to obtain information for assessing clients’ needs and developing rehabilitation plans.
- Arrange for on-site job coaching or assistive devices, such as specially equipped wheelchairs, to help clients adapt to work or school environments.
- Locate barriers to client employment, such as inaccessible work sites, inflexible schedules, and transportation problems, and work with clients to develop strategies for overcoming barriers.

We offer a comparable salary and benefits. We have high employee satisfaction rates on our employee survey.

Case Manager - FT

Concord Counseling Services is seeking a Case Manager to provide case management services to individuals with severe mental illness. We are seeking people with 1 - 3 years experience, who are ready to serve with their heart! This is a full-time position and job requirements include, but are not limited to:
- Assisting clients to achieve an increased level of independence within the community.
- Resource management, symptom monitoring, advocacy with medical providers, and a wide range of supportive activities.
- Group work; planning and monitoring client outcome goals
- Excellent communication, interpersonal, and computer skills are essential.
- Candidates must at minimum Bachelor’s Degree in Social Work or a related field.
- Must have a valid driver’s license, a reliable vehicle, maintain a good driving record and have the ability to provide safe transportation.

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**Engagement Coordinator - Fulltime**

Concord Counseling Services is seeking a full-time (40 hrs) Engagement Coordinator who will assist individuals with mental health and/or drug/alcohol issues who have experienced homelessness and now live in supportive housing. The job responsibilities include:

- engaging tenants with activities and education both within the housing program and the outside community
- supporting the recovery process for each assigned tenant
- assisting tenants with identifying and addressing barriers to success and to develop coping skills to live independently and as part of a community
- enabling tenants to achieve increased levels of independence in performing a wide range of daily living activities
- being a collaborative member of the PSH team as well as the partnering housing agency
- providing limited case management services
- maintaining compliance with all applicable standards, and provide system intervention when obstacles impede service delivery

Licensed Social Worker (LSW) or Licensed Professional Counselor (LPC) preferred. Minimum Bachelor’s Degree in Social Work or a related field is required. Excellent communication and interpersonal skills and computer literacy are essential. We offer flexible work schedules, benefits and comparable salary.

**Revenue Cycle Specialist - Fulltime**

Concord is seeking a full-time, 40 hours per week, Revenue Cycle Specialist. The job responsibilities include:

- working with the agency’s Electronic Medical Record (EMR) system regarding third party insurance billing
- claims resolution
- cash posting
- follow up & manage outstanding receivables
- updating the agency’s EMR with billing specifications, payers, and/or agency programs change.

Candidates should have at minimum, an associate’s degree, advanced working knowledge of Excel, and prior behavioral health / medical billing experience and/or education. Experience writing ad hoc SQL reports and designing and implementing EMR billing and reporting modules is a plus. Excellent problem solving, interpersonal, and computer skills are essential.
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**HR Associate – FT**

Concord Counseling Services is seeking a HR Associate, fulltime, 40 hours per week, to work with the HR Director on various day to day human resources activities. The HR Associate will assist with recruitment, managing benefits, coordinating NEO, managing training, HR compliance, the Health and Wellness committee, payroll system administration and many other HR tasks. The HR Associate must display a professional demeanor with management, staff and external parties, and show cultural sensitivity to all staff. The HR Associate must be able to maintain confidentiality and ensure compliance with all employment laws are regulations.

**HR Associate qualifications include:**
- Candidates must have either a minimum Associate’s degree in Human Resources or a related field or 3 - 5 years direct HR experience.
- Candidates must be detail-oriented and have excellent organizational skills.
- Candidates must have excellent verbal and written communication skills and strong presentation skills.
- Strong customer service skills as well as the ability to solve problems are desired.
- HR associate requires excellent computer skills and must be efficient in Microsoft Office programs and other basic computer functions.
- This position requires candidates be available to work Monday – Friday, 9am – 5pm.