



JOB OPENINGS AS OF JANUARY 2019

Concord Counseling Services is an Equal Opportunity Employer!
We offer comparable salary and benefits. We have high employee satisfaction rates!

If you are ready to serve with your *heart*, apply now! 

Custodian / Maintenance Technician- Fulltime

Custodians/Building Maintenance Technicians must be knowledgeable & experienced in janitorial services and general building maintenance. The responsibilities for this position include, but are not limited to:

- Cleaning/maintaining the lobby, hallways, offices, kitchen, all restrooms and other common areas.
- Vacuuming, dusting, mopping, detail cleaning, cleaning fixtures and cleaning/disinfecting all restrooms.
- Handling, usage and storage of cleaning chemicals in a safe and secure manner.
- Performing routine maintenance around the building, such as basic painting, plumbing and electrical work.
- Managing the relationship with various building vendors, such as HVAC, plumbing or electrical vendors.
- Maintaining proper maintenance and preventative maintenance records and documents.
- Must work well independently and as part of a team.
- Must be able to demonstrate initiative in completing responsibilities.
- Excellent communication skills are required.

Interested candidates should apply by sending resume, cover letter with salary requirements to:
hr1@concordcounseling.org

Case Manager- Fulltime

Case Managers provide case management services to individuals with severe mental illness. We are seeking people with 1 - 3 years' of 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
- Minimum Bachelor's Degree in Social Work or a related field required.
- 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 Specialist - Fulltime

Engagement Coordinators assist individuals with mental health and/or drug/alcohol issues who have experienced homelessness and now live in supportive housing. Job duties/requirements include, but are not limited to:

- 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.
- Providing limited case management services
- Licensed Social Worker (LSW) or Licensed Professional Counselor (LPC) preferred. Minimum Bachelor's Degree in Social Work or a related field is required.

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Respite Companion – Part-time

Respite Companions provide respite for caregivers who have someone with a severe mental illness living with them. This will include in-home and community based engagement. We are seeking people with 1 - 3 years of experience who are ready to serve with their heart! This is a full-time position and job requirements include, but are not limited to:

- Assist 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.
- Assist in stress reduction within the family and the client through a strength-based service plan
- Provide resources needed to enhance the well-being of the family and their loved one
- Increase the clients' interactions outside of his/her family unit and home
- An Associate degree in Social Work is preferred.

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School Based Prevention Clinicians (3) - LISW or LPCC – Full time school year with summers off!

School Based Prevention Clinicians provide short-term individual and group prevention services as well as crisis intervention to elementary or middle school students including students with trauma and challenging behaviors. These positions work 10 months, with approximately 8 weeks off in the summer.

Other Job Duties Include:

- Collaborate with school staff and administrators, attend school meetings and offer professional input, provide professional development opportunities to school staff
- Link families with community resources

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Qualifications Include:

- Master's Degree is required
- LISW / LPCC / LSW or LPC
- ODE Licensed School Social Workers and candidates with school-based experience are a plus, but not required
- Clinical experience working with children or adolescents who have mental health and behavioral difficulties, as well as experience with crisis intervention and de-escalation
- Proficient experience with Microsoft Office including Outlook, Word and Excel. Experience with Electronic Medical Records is a plus
- Self-starter, independent worker, have excellent time-management, organization, communication, interpersonal, and clinical skills

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School Based Substance Use Prevention Clinician/Program Coordinator – LISW/ LPCC or Masters LSW/LPC– 12 month position

Substance Use Prevention Clinician/Program Coordinator is a dual role will provide school-based substance use prevention services and coordinate and oversee the substance use prevention program. Job responsibilities/qualifications include, but are not limited to:

- Provide substance use prevention education to students, teachers and parents
- Referral/linkage to community resources
- Program development and monitoring to ensure the implementation and success of the program
- Give direction and supervision to prevention staff
- Attend and represent Concord in meetings with school district administrators and other stakeholders
- Compiling data into detailed reports for school districts and other stakeholders
- Assist program manager with other duties as assigned
- **Master's Degree plus LISW-S or LPCC-S**
- **Chemical Dependent licensure: CDCA, LCDC, or LICDC**
- Candidates must have knowledge of and experience with:
 - Working with clients with substance use disorders as well as children, adolescents and their parents in a school-based environment
 - Prevention program development
 - Being a team player and demonstrating leadership skills
- Proficient experience with Microsoft Office including Outlook, Word and Excel
- Experience with Electronic Medical Records is a plus
- Must be a self-starter, have a high degree of flexibility, be able to work independently, have excellent time-management, organization, communication, and interpersonal skills as well as being detail-oriented.

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School Based Substance Use Prevention Clinician – LISW/ LPCC or Masters LSW/LPC– 12 month positions

Concord Counseling Services is seeking three **Substance Use Prevention Clinician** to provide school-based substance use prevention services which will include working with students individually, in groups, referring to community resources and parent education workshops. Job duties/requirements include, but are not limited to:

- **Master’s degree plus LSW/LISW or LPC/LPCC**
- **Chemical Dependent licensure: CDCA, LCDC, or LICDC**
- Candidates must have experience working with clients with substance use disorders as well as children, adolescents and their parents.
- School-based experience a plus
- Proficient experience with Microsoft Office including Outlook, Word and Excel.
- Experience with Electronic Medical Records is a plus.
- Must be a self-starter, be able to work independently, have excellent time-management, organization, communication, and interpersonal skills.

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