




## **JOB OPENINGS**

***Concord Counseling Services welcomes all to apply!***  
***We offer comparable salary and benefits. We have high employee satisfaction!***  
***If you are ready to serve with your **heart**, apply now!*** 

### **Social Worker, Housing Specialist – Full-time**

**Concord Counseling Services** is seeking a Housing Specialist (Service Coordinator) to assist individuals with mental health and/or drug/alcohol issues who have experienced homelessness and now live in supportive housing. As a Service Coordinator, you will have the opportunity to build a community of neighbors and introduce folks to fun/sober activities around the city.

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
- Minimum Associates Degree in Social Work or a related field is required
- Licensed Social Worker (LSW) or Licensed Professional Counselor (LPC) preferred
- Excellent communication and interpersonal skills and computer literacy are essential

#### **Benefit Highlights:**

- Increased Pay Ranges
- Supportive/Flexible work environment with high employee satisfaction rates
- Generous Paid Time off & Holidays
- Medical, Dental and Vision, Group Life, FSA, HSA, and 401K plan
- Student Loan Repayment Program
- Free supervision toward independent license
- Free CEU's

**Interested candidates should click to : [APPLY NOW!](#)**

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## **School Prevention Clinician 10-month positions**

**Concord Counseling Services** is seeking candidates for **School-Based Prevention Clinician** positions to provide mental health and/or substance use prevention services to **elementary, middle, and/or high school students**. Duties include, but are not limited to: individual and group skill-building, crisis intervention/risk assessments, de-escalation, classroom lessons, linking families with community resources, and collaborating with school staff and administrators. These are **10-month** positions that align with the school year.

### **Requirements:**

- Must have a Bachelor's in Social Work (BSW) OR a Master's Degree in Social Work, Counseling, or Marriage and Family Therapy (Master's preferred)
- Must hold an active Ohio Social Work, Professional Counselor, or Marriage and Family Therapist License (LISW, LPCC, IMFT preferred; LSW, LPC, or MFT with experience).
- Must have clinical mental health experience working with school-aged children/teens. Experience working in schools is preferred, but not required. Experience working as a school social worker or school counselor a plus.
- Experience with Microsoft Office including Outlook, Word and Excel, Google Suites and working with Electronic Medical Records is preferred.
- Must be a self-starter, be able to exhibit flexibility, work independently as well as part of a team, have excellent time-management, organization, communication, and interpersonal skills, and be able to work in a fast-paced environment.

### **Perks:**

- Free supervision toward independent license for LSW and LPC staff
- Free CEUs
- Work during school hours
- You may qualify for tuition assistance and/or scholarships toward MSW degree
- You may be eligible for a Welcome Back to the Behavioral Health Workforce bonus
- Student loan repayment & reimbursement program
- Supportive/flexible and inclusive work environment with high employee satisfaction rates
- Generous paid time-off & holidays
- Medical, Dental and Vision, Group Life, FSA, HSA, and 401K plan

**Interested candidates should click to : [APPLY NOW!](#)**

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## **School-Based Therapist 12-month position**

**Concord Counseling Services** is seeking candidates for a **School-Based Therapist** position to provide diagnostic evaluations and mental health therapy to students in the **Gahanna-Jefferson school district**. Our school-based therapists work collaboratively with students, families, teachers, school staff, and other Concord district service providers. Services are provided primarily in the school buildings during the school day, but may also be provided at a Concord office, virtually, or in the home/community as needed. This is a **12-month** position.

### **Requirements:**

- Must have a Master's Degree in Social Work, Counseling, or Marriage and Family Therapy
- Must hold an active Ohio Social Work, Professional Counselor, or Marriage and Family Therapist License (LISW, LPCC, IMFT preferred, LSW, LPC, or MFT with experience).
- Must have experience with diagnostic assessments and therapy with school-aged children/teens. Experience working in schools is preferred, but not required.
- Experience with Microsoft Office including Outlook, Word and Excel, Google Suites and working with Electronic Medical Records is preferred.
- Must be a self-starter, be able to exhibit flexibility, work independently as well as part of a team, have excellent time-management, organization, communication, and interpersonal skills, and be able to work in a fast-paced environment.

### **Perks:**

- Free supervision toward independent license for LSW and LPC staff
- Free CEUs
- You may be eligible for a Welcome Back to the Behavioral Health Workforce bonus
- Student loan repayment & reimbursement program
- Supportive/flexible and inclusive work environment with high employee satisfaction rates
- Generous paid time-off & holidays
- Medical, Dental and Vision, Group Life, FSA, HSA, and 401K plan

**Interested candidates should click to : [APPLY NOW!](#)**

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## **Insurance and Billing Specialist – Full-time**

The Insurance & Billing Specialist position serves as a key role in improving the overall effectiveness of revenue cycle collections. The applicant will need to have an extensive background in the submission of claims to third party payers & an understanding of making corrections to maximize cash flow in a healthcare environment, preferably within community mental health. The applicant should also have a background working with electronic medical records (EMR) system software that is utilized to maximize correct third-party claim submission. Applicant will become a go-to resource for troubleshooting system issues that end users may have.

The job responsibilities include but are not limited to:

- Responsible for proper and efficient setup of payer definitions within the EMR
- Responsible for proper setup of client insurance upon intake
- Credentialing of new staff with payers
- Responsible for review & process of claims in various stages of revenue cycle in a timely manner.
- Act as a liaison for clients with questions or issues
- Responsible for itemized patient statements
- Monitor work flow and recommend process/procedural improvements as needed.
- Maintain compliance with federal, state and local regulations, HIPAA and the Corporate Responsibility Program

### **Qualifications:**

- Required: Minimum 5 years of experience working with third party payers (preferably community mental health environment or healthcare setting)
- Required: Minimum 3 years of experience with Excel
- Experience in claim follow-up in a healthcare practice environment preferred.
- Assist with EMR infrastructure as it pertains to claim submission & payment data entry
- Knowledge of Medicare and Medicaid regulations and other insurance guidelines
- Understanding credentialing of direct service staff with third party payers
- An understanding of healthcare billing to minimize the error rate in claim submission

### **Benefit Highlights:**

- Competitive Pay
- Supportive/Flexible work environment with high employee satisfaction rates
- Generous Paid Time off & Holidays
- Medical, Dental and Vision, Group Life, FSA, HSA, and 401K plan

**Interested candidates should click here to: [APPLY NOW!](#)**

**Concord welcomes all to apply!**

<b>Case Manager – Full-time</b>
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**Concord Counseling Services is seeking; awesome people who love helping others, become their best selves!**

Case Managers provide services to individuals with severe mental illnesses, all while getting to know your community, being a key player in the lives of others, being a part of a team that takes care of each other, helping individuals with mental health issues increase their independence, and collaborating with providers. 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
- Planning and monitoring client outcome goals
- Minimum Associates 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 can provide safe transportation
- Concord offers an excellent work environment, flexible work schedules and comparable pay based on experience and licensure

**Benefit Highlights:**

- Increased Pay Ranges
- Supportive/Flexible work environment with high employee satisfaction rates
- Generous Paid Time off & Holidays
- Medical, Dental and Vision, Group Life, FSA, HSA, and 401K plan
- Student Loan Repayment Program
- Free supervision toward independent license
- Free CEU's

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## **Independently Licensed Mental Health Therapist/Counselor – Full-time**

Are you looking to make a difference in the lives of others?

**Concord Counseling Services** is seeking a Mental Health Therapist on a full-time and/or contingent basis to perform mental health counseling with **child and family experience**; ability to work at least one evening per week.

- Master's Degree with independent license – either LISW or LPCC.
- Excellent communication, interpersonal skills and computer literacy are essential.
- We offer an excellent work environment, flexible work schedules and comparable rates based on experience and licensure.

### **Benefit Highlights:**

- Competitive pay
- Supportive/Flexible work environment with high employee satisfaction rates
- Generous Paid Time off & Holidays
- Medical, Dental and Vision, Group Life, FSA, HSA, and 401K plan
- Student Loan Repayment Program
- Free supervision toward independent license
- Free CEU's

**Interested candidates should click to : [APPLY NOW!](#)**

## **Licensed Mental Health Therapist/Counselor – Full-time**

Are you looking to make a difference in the lives of others?

**Concord Counseling Services** is seeking a Mental Health Therapist on a full-time and/or contingent basis to perform mental health counseling with **child and family experience**; ability to work at least one evening per week.

- Master's Degree with license – either LSW or LPC, plus 5 years of experience.
- Excellent communication, interpersonal skills and computer literacy are essential.
- We offer an excellent work environment, flexible work schedules and comparable rates based on experience and licensure.

### **Benefit Highlights:**

- Competitive pay
- Supportive/Flexible work environment with high employee satisfaction rates
- Generous Paid Time off & Holidays
- Medical, Dental and Vision, Group Life, FSA, HSA, and 401K plan
- Student Loan Repayment Program
- Free supervision toward independent license
- Free CEU's

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### **Vocational Employment Specialist – Part-time (30-32 hours per week)**

Concord Counseling Services is seeking a part-time, 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 includes participating in job development and placement programs, contacting prospective employers, placing clients in jobs, and evaluating the success of placements. 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.
- Must have a valid driver's license, a reliable vehicle, maintain a good driving record and can provide safe transportation.
- Minimum Bachelor's Degree in a related field is required; Licensed Social Worker (LSW) or Licensed Professional Counselor (LPC) preferred.

**Interested candidates should click to : [APPLY NOW!](#)**

**Concord welcomes all to apply!**

<b>Medical Records Specialist (32-40 hours per week)</b>
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Flexible 9:00 am – 5:00 pm schedule Monday-Friday

We are seeking a highly organized and detail-oriented Medical Records Clerk to join our team. The Medical Records Specialist will be responsible for maintaining and organizing patient medical records in accordance with established procedures and regulations. The ideal candidate will have excellent communication skills, be able to work independently, and have a strong attention to detail.

**Responsibilities:**

- Organize and maintain patient medical records in accordance with established procedures and regulations
- Ensure accuracy and completeness of patient medical records
- Scan and upload all documents into the electronic health record
- Respond to requests for medical records in a timely and efficient manner
- Maintain confidentiality of patient medical records
- Assist with other administrative tasks as needed

**Requirements:**

- High school diploma or equivalent
- Previous experience in medical records management preferred
- Knowledge of medical terminology and HIPAA regulations
- Excellent organizational and time management skills
- Strong attention to detail
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills

If you are a highly organized and detail-oriented individual with a passion for healthcare, we encourage you to apply for this exciting opportunity as a Medical Records Specialist.

**Interested candidates should click to : [APPLY NOW!](#)**

**Concord welcomes all to apply!**



<b>Art Space Assistant – Part-Time 20 hours per week</b>
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The **Art Space Assistant** is responsible for providing engagement and employment services to artists. This position will engage artists with education, employment-directed and/or supportive activities to help them creatively express themselves and serve as a conduit to the professional community.

Some duties may include:

- Assist with managing and running the building and studio spaces
- Assist with curating, installing and de-installing exhibitions
- Assist with managing Point of Sale transactions
- Assist with training, supervising and monitoring TE positions and interns to complete job assignments/tasks. Act as fill-in for the times the position is vacant.
- Assist with the creation and monitoring public communications and social media to reach a broader audience
- Encourage positive, trusting relationships with artists, co-workers, and community members
- Plan, run and/or oversee art-related group activities
- Assist artists in exploring and implementing art-related goals
- Work with artists, as needed, to provide feedback and support growth in their process

Desired candidates will have experience working with adults with serious and persistent mental illness (SPMI), Bachelor's degree preferred, but not required. Have education background in art or equivalent experience.

**Interested candidates should click to : [APPLY NOW!](#)**

**Concord welcomes all to apply!**