JOB OPENINGS
February 2017

1. **Substance Use Disorder Counselor** ~ **Location:** Bell Center, 813 Bryden Road and 1515 E. Broad Street; **Shift:** M-F (varies), some flexibility; **Minimum Qualifications:** Associates degree with CDCA licensure
   Prefer: Bachelor’s/Master’s Degree with LICDC II or III.

   Provide SUD Assessments, Individual and Group Counseling, Crisis Intervention, Case Management and Family Counseling Services as well as CPST Interventions utilizing the Integrated Dual Diagnosis, Assertive Community Treatment and Supported Employment models. Serve as the SUD Specialist on the team for all LOC. Educate program members on substance abuse/dependence issues. Maintains continuity of care among work teams; works collaboratively with team members.

2. **Integrated Care Clinicians (1,2,3)** ~ **Location:** 1515 E. Broad Street; **Shift:** M-F 8a-5p, some flexibility; **Minimum Qualifications:** Associates degree with SWA or SWT licensure/ LSW or LPC required; LISW, LPCC preferred; Working on High, Medium levels of care

   Facilitate the treatment process for individuals needing behavioral health and primary care services. Provide direct services as needed to consumers to evaluate needs, link to resources/services, and help in identifying stability strategies. Advocates for consumers in a safe and culturally appropriate manner. Respond to questions and provide information about the program(s) to the community. Attend meetings/trainings, maintain documentation and meet productivity expectations.

3. **Program Managers/Coordinators** ~ **Location:** Varies; **Shift:** M-F 8a-5p, some flexibility; **Qualifications:** Master’s Degree in Social Work, Counseling or related field with independent licensure (LISW-S; LPCC-S) and five years supervisory experience

   Under the general direction of the Clinical Director, the Program Manager/Coordinator monitors and evaluates the Clinical services for the high, medium or low level of care programs, coordinates clinical services, and assists consumers with severe and persistent mental illness (SPMI), dually diagnosed, and substance use disorders (SUD) in coordinating services that are needed and desired. The Manager/Coordinator is also responsible for training and supervising staff as well as consumer and systems advocacy.

4. **Budget Coordinator** ~ **Location:** 899 E. Broad Street/Finance Department; **Shift:** M-F 8a-5p; **Minimum Qualifications:** High School Diploma

   The budget coordinator will assist in preparing the annual agency and divisional budgets; review budgets for completeness, consolidate all budgets; complete budget data entry; assist managers analyze proposed budget plans; serve as the finance team liaison in annual budgeting process and effectively communicate with all internal and external vendors. This position will also monitor budgets throughout the budget year and generate budgetary reports.
5. **Grant Accountant ~ Location:** 899 E. Broad Street/Finance Department; **Shift:** M-F 8a-5p; **Minimum Qualifications:** High School Diploma

Oversees the financial and record-keeping side of the annual grant-making process for both CAIHS programs and for all grants received; works closely with program staff and senior leaders to ensure accurate receipt of funding, reimbursements, financial reporting and procedural compliance on all grants, including governmental grants. The Grants Administrator works closely with program staff and senior leaders to manage the more than $4M grants portfolio and ensures organizational effectiveness and compliance, help set relevant policies and provides technical assistance as required.

6. **Manager of General Accounting ~ Location:** 899 E. Broad Street/Finance Department; **Shift:** M-F 8a-5p; **Minimum Qualifications:** Associates Degree in Accounting. **Preferred:** Bachelor’s or Master’s Degree in Business Administration/Accounting and Certified Public Accountant designation.

The General Account Manager is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements; supervises staff accountants, volunteers and interns. The GAM is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner; addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. The GAM will have contact with senior-level staff and the agency’s CFO and CEO, which requires strong interpersonal communication skills both written and verbal and makes recommendations to improve accounting processes and procedures on an ongoing basis.

7. **I.T. Manager ~ Location:** 899 E. Broad Street/Finance Department; **Shift:** M-F 8a-5p; **Minimum Qualifications:** High School Diploma **Preferred:** Bachelor’s or Master’s Degree in Business Administration/Information Technology and supervision.

Directs, manages, supervises and coordinates the activities and operations of the Information Technology Department including hardware, software, network, telephone and computer systems administration; identifies, recommends, develops, implements and supports cost-analyzes bid proposals for computer and network equipment and software; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Chief Financial Officer.

8. **Contingent Residential Care Workers ~ Locations:** Bell Center, Kendall Manor and Next Generation Programs; **Shift:** varies; **Minimum Qualifications:** High School Diploma or GED

Experience working with SPMI and dually diagnosed consumers participating in agency programs. Provide support to clients in different settings, within the Integrated Care Model, in their own homes, residential setting and during organized outings. Provide community support program (CSP) services; crisis intervention and community psychiatric support (CPS) services. Communicate with clinical staff and community providers. Assist and help guide with areas of personal care and support client’s in daily living skills. Treatment services are provided both in the community and in the office.

If interested in any of the listed jobs, send resume and cover letter to Kdeberry@columbus-area.com or come to Human Resources at 899 E. Broad Street, Suite 366 to complete a job interest form. You may also go on our website at www.columbus-area.com.