JOB ANNOUNCEMENT

SERVICE COORDINATOR

Job Posting Date: June 13, 2018

Division Milestone Centers, Inc.
Department Service Coordination
Status Full-Time
Hours / Schedule Monday through Friday, 9:00 a.m. to 5:30 p.m.
Position Reports To Service Coordination Supervisor
Primary Work Location Wilkinsburg, PA 15221
Travel Utilizing Agency Fleet Vehicle

OVERVIEW
Responsible for the professional assessment of the strengths, wants, and needs of persons with chronic and persistent mental illness.

RESPONSIBILITIES
- Functions as an independent, free-thinking associate capable of making clinically sound decisions based on prior advanced knowledge driven by qualifying education and experience
- Assesses individual’s strengths, wants and needs through a series of face-to-face, phone and collateral contacts using the principles of MH recovery
- Assists individuals in the development of individualized, strengths-based service plans after professional assessment has been completed
- Uses knowledge of Service Coordination rules, regulations, best practices and SPA principles to assist individuals with the attainment of service plan goals
- Uses professional judgment to determine the appropriate level of assistance necessary from the Service Coordination program to help individuals achieve their goals
- Acts as the single point of accountability, as defined under SPA principles, for all individuals assigned

QUALIFICATIONS
- A Bachelors degree in the human services field or an RN certificate OR High school diploma and 12 semester credit hours in the human service field and 2 years direct client contact
- Valid PA driver’s license and reliable transportation
- Act 33 and 34 clearances and FBI clearances
- Must be 18 years of age

TO APPLY
Complete online submission with resume at MilestonePA.org

Milestone is committed to providing trauma-informed care