SERVICE COORDINATOR

AGENCY: Allegheny Children’s Initiative
DEPARTMENT: Service Coordination
POSITIONS: Service Coordinator
STATUS: Full Time
HOURS: Flexible; to meet the needs of the caseload

Allegheny Children’s Initiative (ACI) provides home and community based mental health services to children, their families and adults. The Service Coordinator is responsible for providing direct case management services to children with a serious mental health diagnosis by providing service in the community where the consumer resides to gain access to needed resources such as mental health treatment, educational, social, medical, etc. Services may extend to their families. Schedule is flexible to meet the needs of the caseload and base out of an office on the South Side of Pittsburgh.

QUALIFICATIONS
- Master’s degree in sociology, social welfare, psychology, gerontology, anthropology, other related social sciences, criminal justice, theology, nursing, counseling or education, with 6 months or more experience in a CASSP or mental health setting preferably with consumers under the age of 18 — OR — Bachelor’s degree with major course work in sociology, social welfare, psychology, gerontology, anthropology, other related social sciences, criminal justice, theology, nursing, counseling or education AND One year of experience in a CASSP or mental health setting preferably with consumers under the age of 18
- One year of service coordination experience preferred
- Valid PA driver’s license and Full time use of an automobile is required
- Excellent organizational skills and ability to handle multiple tasks
- Strong written, verbal, interpersonal and computer skills
- Act 33/34 and FBI clearances

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