

WESTERN PA

Location: PYRAMID – Erie Outpatient

Erie, PA

Clinical Supervisor – Full Time

Evaluates potential clients for the appropriate level of care requirements and identifies their DSM IVTR diagnoses, Axis I-V. Assists the counselors in the development of the treatment plan. Facilitates treatment team meetings and participates in case consults. Provides individual and group supervision to the counselors and other staff as assigned. Attends shift change and company meetings. Maintains caseload as needed. Assists the Director in developing new programs for the facility. Attends trainings as necessary. Clerical duties as required for maintenance of client files. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic environment for clients including crisis intervention. Insures clinical program occurs daily as scheduled.

Driver – 2 Part Time PRN

Transport clients to and from specified locations; supervise clients while transporting; maintain all necessary documentation associated with services provided; ability to respond to emergency situations; ability to work alone; ability to lift up to 50 lbs. of force, if necessary.

Location: PYRAMID – Foundations Medical Services

Butler, PA

****EARLY MORNING HOURS****

NTP Counselor – Full Time

Preparing materials for and facilitating group. Initiates and develops client treatment planning goals through contact with clients, family, colleagues, and other staff. Evaluates behavioral and emotional needs of clients and family members. Communicating with referral sources and company representatives. Manages client files by having all appropriate documents. Attending meetings regarding client's progress. Conducting Insurance Reviews including documenting and handling co-pays. Administers individual sessions including paperwork and assignments. Attending staff and company meetings. Manages client files by having all appropriate documents. Clerical duties as required for maintenance of client files. Maintains client caseload daily. Responsible for intake process with new clients into program. Facilitate programs as deemed necessary by the supervisor. Receives phone calls from support staff as necessary regarding client behavioral and emotional needs. Attends trainings as necessary. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention.

Location: PYRAMID – Southside Outpatient

Pittsburgh, PA

Data Entry / Clerical Support – 2 PRN

Primary duty is to enter CIS data into the state system. Secondary duties include assistance with general office administrative duties (answering phones, managing calls, filing, attendance sheets, client log, bus ticket management, greeting clients/visitors in the lobby, setting-up and breaking down charts, completing the payment ledger, collecting payments, taking minutes at the staff meetings, completing pre-screens and scheduling appointments, informing staff that clients are here for appointments, etc)

Counselor – Full Time

Responsible for facilitating Partial and Intensive Outpatient groups. Preparing materials for and facilitating group. Initiates and develops resident treatment planning goals through contact with clients, family, colleagues, and other staff. Evaluates behavioral and emotional needs of clients and family members. Communicating with referral sources and company representatives. Manages client files by having all appropriate documents. Attending meetings regarding client's progress. Conducting Insurance Reviews including documenting and handling co-pays. Administers individual sessions including paperwork and assignments. Attending staff and company meetings. Manages client files by having all appropriate documents. Clerical duties as required for maintenance of client files. Maintains client caseload daily. Responsible for intake process with new clients into program. Facilitate programs as deemed necessary by the supervisor. Receives phone calls from support staff as necessary regarding client behavioral and emotional needs. Attends trainings as necessary. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention. Performs assessments as determined by programs.

Counselor – PRN

Responsible for facilitating Partial and Intensive Outpatient groups. Preparing materials for and facilitating group. Initiates and develops resident treatment planning goals through contact with clients, family, colleagues, and other staff. Evaluates behavioral and emotional needs of clients and family members. Communicating with referral sources and company representatives. Manages client files by having all appropriate documents. Attending meetings regarding client's progress. Conducting Insurance Reviews including documenting and handling co-pays. Administers individual sessions including paperwork and assignments. Attending staff and company meetings. Manages client files by having all appropriate documents. Clerical duties as required for maintenance of client files. Maintains client caseload daily. Responsible for intake process with new clients into program. Facilitate programs as deemed necessary by the supervisor. Receives phone calls from support staff as necessary regarding client behavioral and emotional needs. Attends trainings as necessary. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention. Performs assessments as determined by programs

Location: PYRAMID – PHS Women

Pittsburgh, PA

Adult BH Tech - Part Time

Assist with intake process with new clients into program. Communicates with staff either verbally or in written communication logs. Responsible for detail client logs. Medication management. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention. Coordinates activities including lectures, recreation, and meetings. Follows objectives of treatment plans. Helps clients obtain a sponsor. Attends shift change and company meetings. Attends trainings as necessary. Transports clients. Monitors treatment for necessary hygiene and medical needs. Helps with upkeep of facility. Trains new staff on unit, program, and milieu. Evaluates behavioral and emotional needs of clients and provides input. Assisting with interventions with clients. Responsible for conducting searches of clients when they return back to the facility. Preparing client snacks. Clerical duties as needed.

Milieu Clinical Coordinator – Full Time

Responsible for providing clinical leadership and support to tech staff. Directly supervises LBHT. Assists LBHT with hiring and staffing needs. Assures milieu is therapeutic and in line with clinical philosophy. Assesses, designs and implements evening programming curriculum with an emphasis on therapeutic approaches to behavior management. Trains and supervises crisis interventions. Assures that supervision occurs on a regular basis with tech staff and LBHT. Oversees disciplinary action and performance evaluations for tech department. Attends community meetings and shift reports daily. Attends and contributes to treatment team regarding any issues related to milieu. Able to work split shifts or evening hours as needed for supervision purposes. Responsible for providing professional development opportunities and trainings for tech staff. Attends and facilitates staff meetings. Co-facilitates staff meetings with LBHT and ensures that clinical philosophy is carried through the milieu via tech staff approaches and a structured, evening program. Oversees evening program curriculum and ensures therapeutic values. Carrying a limited caseload as deemed necessary. Communicating with referral sources and company representatives regularly to strengthen relationships and address concerns/problems. Works closely with the Clinical Supervisors to provide overall clinical leadership to facility. Schedules and conducts staffing with clients and appropriate staff. Participates in Partnering with Parents and intervention program. Responsible for overseeing process of integrating new clients into milieu. Participates in on-call duties for the facility to assist line staff with client behavioral and emotional needs. Listens to clients concerning all areas of treatment including assistance with the grievance process. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention. Assist Clinical Supervisors with clerical duties and any other duties as assigned.

Cook – Full Time

Knowledge in food preparation; slices and chops food according to meal, prepare salads, portions desserts in containers, stocks juices and milk, assist lead cook when asked. Serve meals to clients; food is placed on serving line on time, follows assigned menu using sanitary guidelines. Restock cups, napkins, forks and spoons. Cleanliness of work areas; washes dishes, pots, pans, utensils. Cleans table tops and dining area after each meal. Records daily temperatures of refrigeration system and food temperatures daily. Perform cleaning duties assigned by supervisor including sweeping and mopping kitchen and cafeteria. Accepts food deliveries, follows correct procedures when checking in food order.

Adolescent Counselor – Full Time

Initiates and develops resident treatment planning goals through contact with clients, family, colleagues, and other staff. Evaluates behavioral and emotional needs of clients and family members. Performs individual and process group therapy sessions under the direction of the treatment supervisor including preparing materials for sessions. Manages client files by having all appropriate documents. Completes family sessions as necessary. Facilitates utilization reviews with appropriate funding sources in a timely fashion. Attends treatment team meetings and participates in case consults. Attends shift change and company meetings. Maintains client caseload daily. Facilitates programs as deemed necessary by the supervisor. Coordinates and provides appropriate after care programming and supportive services to clients. Receives phone calls from support staff as necessary regarding client behavioral and emotional needs. Monitors treatment for necessary hygiene and medical needs. Coordinates psychiatric care. Transports clients and accompanies them to case management meetings and court hearings. Performs room searches and client searches. Retrieves confiscated items. Attends trainings as necessary. Clerical duties as required for maintenance of client files. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention.

Adolescent BH Tech- 2 Part Time

Assist with intake process with new clients into program. Communicates with staff either verbally or in written communication logs. Responsible for detail client logs. Medication management. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention. Coordinates activities including lectures, recreation, and meetings. Follows objectives of treatment plans. Helps clients obtain a sponsor. Attends shift change and company meetings. Attends trainings as necessary. Transports clients. Monitors treatment for necessary hygiene and medical needs. Helps with upkeep of facility. Trains new staff on unit, program, and milieu. Evaluates behavioral and emotional needs of clients and provides input. Assisting with interventions with clients. Responsible for conducting searches of clients when they return back to the facility. Preparing client snacks. Clerical duties as needed.

Location: PYRAMID – Pyramid Pittsburgh Inpatient

Wilkesburg, PA

Staff Nurses (RN/LPN) 5 Full Time, 1 Part Time

Responsibilities include: Properly instructs and guides chemical dependency technicians and LPN's in client care responsibilities and assignments. Orientation of new employees to unit specific policies and procedures, positive and offers constructive feedback and direction to students/interns on the unit, conveys accurate information in supportive and courteous manner to unit nursing and tech staff. Seeks out supervision and direction from physician, completion of nursing assessments, transfers, discharges, treatment plans, progress notes, medication reconciliation, medication administration, vitals, knowledge of detox protocols, assisting medical doctor as needed, provide medical lectures. Report any unusual occurrences to nurse supervisor/program director promptly, ensure room assignments are appropriate to clients' needs, attend and actively participate in departmental staff meetings. Maintain medical equipment in proper working order; maintain confidentiality and proper boundaries, other duties as assigned.

Housekeeping Supervisor – Full Time

Supervises, evaluates and directs housekeeping team. Keeps client rooms/social areas clean and orderly. Daily laundry. Occasional cooking and reception desk work. Ordering of cleaning supplies. Provide feedback on housekeeping staff. Assists with employee disciplinary actions. Develops staff schedule. Conducts staff performance evaluations.

Lead BH Tech Supervisor – Full Time

Supervises all behavioral health technicians. Develops and maintains staff schedules for the group homes. Communicates with staff either verbally or in written communication logs. Assists in training of new staff members at the training orientation program as well as on site. Assists in intervention of clients who are in crisis mode to utilize the least restrictive procedure necessary to calm them down. Transports clients when necessary. Attends treatment team meetings, shift change, and company meetings. Participates in work groups and gets involved in Performance Improvement of our organization. Attends all mandatory trainings. Develops orientation and training programs (new and ongoing). Helps HR plan, evaluate and update the clinical ladder system for BH Techs. Integrates training with the ladder. Evaluates movements within ladders, training needs, system changes, etc. Assists HR with recruitment, interviewing of new BH techs.

Medical Records / File Clerk (STAR)– 1 Part Time weekends

Medical Records Transcriptionist is primarily responsible for the accurate and detailed transfer of medical information from a Physician's/Psychiatrist/ Counselor's dictation into a word based document. Maintain accurate client files and general clerical support for the program. Is able to function and complete assignments with general supervision.

Nursing Secretary –1 Part Time (weekends)

Answer phones; filing; order and inventory supplies; complete medical records; admissions and consent process; Monitor Nursing Secretaries job performance on a daily basis and address errors. Communicate verbal disciplinary action when necessary and report findings to Medical Administrative Assistant; monitor schedules and training requests.

Driver – 1 Part Time

Transport clients to and from specified locations; supervise clients while transporting; maintain all necessary documentation associated with services provided; ability to respond to emergency situations; ability to work alone; ability to lift up to 50 lbs. of force, if necessary.

TECH SUPERVISOR – 2 Full Time

Supervises Behavioral Healthcare Technician and provides feedback on their performance. Orient new staff to unit and program. Assists with interviewing and hiring Behavioral Healthcare Technicians. Communicates with staff either verbally or in written communication logs. Assists with employee disciplinary actions. Develops employee schedule. Conducts employee performance evaluations. Assisting with interventions with clients. Transports clients to meetings, pick-up and drop-off clients, do store runs, and drop-off and pick-up discharges. Assists with confiscation of items. Listens to clients concerning all areas of treatment. Coordinate activities including lectures, recreation, and meetings. Follows objectives of treatment plans. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention. Evaluates behavioral and emotional needs of clients and provides input. Attends trainings as necessary. Attends company meetings. Coordinates and attends staff meetings. Clerical duties as needed.

MEDICAL RECORDS COORDINATOR – Full Time

Logs in all incoming clients and charts. Assembles medical and clinical data into one chart that conforms to Pyramid Healthcare chart order. Checks each chart and documents deficiencies and reports those deficiencies including needed signatures to the Clinical Director, Nursing Director, Physicians and Program Director approximately every three (3) days. Insures that all charts are in Medical records within 24 hours (1 working day), and that all charts are complete within 30 days. Files all incoming and late client paperwork with the assistance of the file clerk. Mails discharge summaries to all County and legal referrals, and as requested to SSI, OVR, etc., with required Consents to Release Information. Attends all mandatory training as assigned. Understands and complies with the intent of the Corporate Compliance Program. Maintains confidentiality of former and current patient information. Respects and safeguards the confidentiality and privacy of PYRAMID and co-worker information. Complies with safety and security policies and procedures, including those regarding incidents and injuries.

Addictions Counselor- Full Time

Responsible for facilitating Partial and Intensive Outpatient groups. Preparing materials for and facilitating group. Initiates and develops resident treatment planning goals through contact with clients, family, colleagues, and other staff. Evaluates behavioral and emotional needs of clients and family members. Communicating with referral sources and company representatives. Manages client files by having all appropriate documents. Attending meetings regarding client's progress. Conducting Insurance Reviews including documenting and handling co-pays. Administers individual sessions including paperwork and assignments. Attending staff and company meetings. Manages client files by having all appropriate documents. Clerical duties as required for maintenance of client files. Maintains client caseload daily. Responsible for intake process with new clients into program. Facilitate programs as deemed necessary by the supervisor. Receives phone calls from support staff as necessary regarding client behavioral and emotional needs. Attends trainings as necessary. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention. Performs assessments as determined by programs.

Assessment Counselor – Full Time

Conducts screenings and level of care assessments, using clinical knowledge and skill level. Facilitates appropriate admissions to all levels of care based on PCPC and/or ASAM criteria. Makes appropriate referrals to community resources and outside referral opportunities in the best interest of the client. Completes assessment, admission and other paperwork for clients to start treatment in a timely manner. Manage admission pre-certification with funding sources. Work effectively with facility staff to insure consistent implementation of programs. Consistently and effectively coordinates schedule with the Admissions Coordinator. Maintain up to date reports on Needs Assessment data. May be expected to provide coverage for other evaluation counselors in the region, when requested by Supervisor. Duties may also include providing assessment services to referral sources such as county juvenile justice centers, county jails, and other forensic and/or mental health settings. Other duties as assigned.

Administrative Assistant – Full Time

Performing basic clerical duties including but not limited to answering phones, mailing, filing, copying, faxing, and typing including dictation. Assembling client packets and keeping them updated. Responsible for Quest Diagnostics correspondence, MATP Program, and IRETA project. Scheduling evaluations. Purchasing supplies. Assisting with intake process and billing sheets. Corresponds with referral sources. Responsible for client attendance sheets, check requests, census, and updating intake and discharge logs. Attends staff meetings and takes minutes. Maintains office equipment including corresponding with vendors when maintenance is required.

CENTRAL PA

Location: PYRAMID – Corporate Office, Lakemont Park

Altoona, PA

Financial Counselor Asst. – 1 Full Time

To provide secretarial and administrative support to the Program Director, Financial Counselor Supervisor and variety of other key administrative staff, facilitating the flow of information and accomplishment of the organization objectives. Coordinates all PYRAMID facilities Client Data Base entry. Runs necessary reports for Program Directors. Completes CIS Entry for Altoona Inpatient and Outpatient, Trad House, Pine Ridge Manor, Ridgeview, Brookside and Prison along with any other facilities to be added.

Completes monthly disc transfer and mails to appropriate agencies by the 10th of each month. Follows up with any County SCA agencies on related issues and/or concerns. Completes and follows Medical Assistance Applications for Altoona Inpatient, TRAD House, and Pine Ridge Manor. Verifies Medical Assistance status weekly. Assist Cost Containment with suppliers of ancillary charges to provide any necessary information for credits and/or adjustments. Follows through that all adjustments are made quickly and correctly. Must be able to comprehend the pertinent instructions for complying with state and federal guidelines re-credentialing. Office organization, time management and problem-solving skills; diplomacy, flexibility and telephone etiquette; excellent business English skills and familiarity with business formats and principles for correspondence and files; basic math skills; excellent typing skills; attention to detail. High School diploma or equivalent required. Valid driver License required

Needs Assessment Coordinator – Full Time

Conduct screening on calls; complete all documentation associated with call; complete all required reports associated with Needs Assessment/Referral Development; handle on-call/off hours admissions, referrals and transportation needs. College degree needed Shift 2pm – 10pm.

Location: PYRAMID – Dolminis Methadone

Altoona, PA

****EARLY MORNING HOURS****

NTP Counselor

Preparing materials for and facilitating group. Initiates and develops client treatment planning goals through contact with clients, family, colleagues, and other staff. Evaluates behavioral and emotional needs of clients and family members. Communicating with referral sources and company representatives. Manages client files by having all appropriate documents. Attending meetings regarding client's progress. Conducting Insurance Reviews including documenting and handling co-pays. Administers individual sessions including paperwork and assignments. Attending staff and company meetings. Manages client files by having all appropriate documents. Clerical duties as required for maintenance of client files. Maintains client caseload daily. Responsible for intake process with new clients into program. Facilitate programs as deemed necessary by the supervisor. Receives phone calls from support staff as necessary regarding client behavioral and emotional needs. Attends trainings as necessary. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention.

Location: PYRAMID – Duncansville Inpatient/Detox

Duncansville, PA

Inpatient Counselor – Full Time

Initiates and develops resident treatment planning goals through contact with clients, family, colleagues, and other staff. Evaluates behavioral and emotional needs of clients and family members. Performs individual and process group therapy sessions including preparing materials for sessions. Manages client files by having all appropriate documents. Communicating with referral sources and company representatives. Attends treatment team meetings with psychiatrist and staff. Participates in community meetings with clients. Completes family sessions as necessary. Facilitates utilization reviews with appropriate funding sources in a timely fashion. Attends trainings as necessary. Maintains client caseload daily. Receives phone calls from support staff as necessary regarding client behavioral and emotional needs. Clerical duties as required for maintenance of client files. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention.

Staff Nurses (RN/LPN) – 2 Full Time

Responsibilities include: Seeks out supervision and direction from physician, completion of nursing assessments, transfers, discharges, treatment plans, progress notes, medication reconciliation, medication administration, vitals, knowledge of detox protocols, assisting medical doctor as needed, provide medical lectures. Report any unusual occurrences to nurse supervisor/program director promptly, ensure room assignments are appropriate to clients' needs, attend and actively participate in departmental staff meetings. Maintain medical equipment in proper working order; maintain confidentiality and proper boundaries, other duties as assigned.

Behavioral Health Techs - Part Time

Assist with intake process with new clients into program. Communicates with staff either verbally or in written communication logs. Responsible for detail client logs. Medication management. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention. Coordinates activities including lectures, recreation, and meetings. Follows objectives of treatment plans. Helps clients obtain a sponsor. Attends shift change and company meetings. Attends trainings as necessary. Transports clients. Monitors treatment for necessary hygiene and medical needs. Helps with upkeep of facility. Trains new staff on unit, program, and milieu. Evaluates behavioral and emotional needs of clients and provides input. Assisting with interventions with clients. Responsible for conducting searches of clients when they return back to the facility. Preparing client snacks. Clerical duties as needed.

EASTERN PA

Location: PYRAMID – Allentown Corporate

Allentown, PA

OP Services Director

Responsible for the development and management of a multi-site substance abuse and mental treatment system throughout the Lehigh Valley. Possess significant experience in the development and management of behavioral health services. Must have experience in administrative, clinical or healthcare management, ideally in a multisite system. Strong communication, organizational and analytical skills are essential.

Location: PYRAMID – Chambersburg Outpatient**Chambersburg, PA****Addictions Counselor**

Responsible for facilitating Partial and Intensive Outpatient groups. Preparing materials for and facilitating group. Initiates and develops resident treatment planning goals through contact with clients, family, colleagues, and other staff. Evaluates behavioral and emotional needs of clients and family members. Communicating with referral sources and company representatives. Manages client files by having all appropriate documents. Attending meetings regarding client's progress. Conducting Insurance Reviews including documenting and handling co-pays. Administers individual sessions including paperwork and assignments. Attending staff and company meetings. Manages client files by having all appropriate documents. Clerical duties as required for maintenance of client files. Maintains client caseload daily. Responsible for intake process with new clients into program. Facilitate programs as deemed necessary by the supervisor. Receives phone calls from support staff as necessary regarding client behavioral and emotional needs. Attends trainings as necessary. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention. Performs assessments as determined by programs.

Location: PYRAMID – Hillside Inpatient**East Stroudsburg, PA****Cook/Dietary**

Knowledge in food preparation; slices and chops food according to meal, prepare salads, portions desserts in containers, stocks juices and milk, assist lead cook when asked. Serve meals to clients; food is placed on serving line on time, follows assigned menu using sanitary guidelines. Restock cups, napkins, forks and spoons. Cleanliness of work areas; washes dishes, pots, pans, utensils. Cleans table tops and dining area after each meal. Records daily temperatures of refrigeration system and food temperatures daily. Performs cleaning duties assigned by supervisor including sweeping and mopping kitchen and cafeteria. Accepts food deliveries, follows correct procedures when checking in food order.

Staff Nurses (RN/LPN)

Responsibilities include: Properly instructs and guides chemical dependency technicians and LPN's in client care responsibilities and assignments. Orientation of new employees to unit specific policies and procedures, positive and offers constructive feedback and direction to students/interns on the unit, conveys accurate information in supportive and courteous manner to unit nursing and tech staff. Seeks out supervision and direction from physician, completion of nursing assessments, transfers, discharges, treatment plans, progress notes, medication reconciliation, medication administration, vitals, knowledge of detox protocols, assisting medical doctor as needed, provide medical lectures. Report any unusual occurrences to nurse supervisor/program director promptly, ensure room assignments are appropriate to clients' needs, attend and actively participate in departmental staff meetings. Maintain medical equipment in proper working order; maintain confidentiality and proper boundaries, other duties as assigned.

Addictions Counselor

Responsible for facilitating Partial and Intensive Outpatient groups. Preparing materials for and facilitating group. Initiates and develops resident treatment planning goals through contact with clients, family, colleagues, and other staff. Evaluates behavioral and emotional needs of clients and family members. Communicating with referral sources and company representatives. Manages client files by having all appropriate documents. Attending meetings regarding client's progress. Conducting Insurance Reviews including documenting and handling co-pays. Administers individual sessions including paperwork and assignments. Attending staff and company meetings. Manages client files by having all appropriate documents. Clerical duties as required for maintenance of client files. Maintains client caseload daily. Responsible for intake process with new clients into program. Facilitate programs as deemed necessary by the supervisor. Receives phone calls from support staff as necessary regarding client behavioral and emotional needs. Attends trainings as necessary. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention. Performs assessments as determined by programs.

Location: PYRAMID – Quakertown Adolescent

Quakertown, PA

Adolescent BH Techs

Assist with intake process with new clients into program. Communicates with staff either verbally or in written communication logs. Responsible for detail client logs. Medication management. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention. Coordinates activities including lectures, recreation, and meetings. Follows objectives of treatment plans. Helps clients obtain a sponsor. Attends shift change and company meetings. Attends trainings as necessary. Transports clients. Monitors treatment for necessary hygiene and medical needs. Helps with upkeep of facility. Trains new staff on unit, program, and milieu. Evaluates behavioral and emotional needs of clients and provides input. Assisting with interventions with clients. Responsible for conducting searches of clients when they return back to the facility. Preparing client snacks. Clerical duties as needed.

Housekeeper

Maintain a clean facility by cleaning daily, weekly or monthly as needed the following: All public and staff restrooms, all public areas (front office, conference room, front halls and steps, all hallways). Clean all Detox rooms and bathrooms daily, including the hall, nurses' station, exam room, and Detox lounge. Clean all personal offices weekly. Empty trash daily from all sites. Clean laundry rooms and dryer filters bi-weekly. Fill all paper towel, soap, and toilet paper dispensers as needed. Clean baseboards, radiators, windows seasonally. Wet mop all floors.

Addictions Counselor

Responsible for facilitating Partial and Intensive Outpatient groups. Preparing materials for and facilitating group. Initiates and develops resident treatment planning goals through contact with clients, family, colleagues, and other staff. Evaluates behavioral and emotional needs of clients and family members. Communicating with referral sources and company representatives. Manages client files by having all appropriate documents. Attending meetings regarding client's progress. Conducting Insurance Reviews including documenting and handling co-pays. Administers individual sessions including paperwork and assignments. Attending staff and company meetings. Manages client files by having all appropriate documents. Clerical duties as required for maintenance of client files. Maintains client caseload daily. Responsible for intake process with new clients into program. Facilitate programs as deemed necessary by the supervisor. Receives phone calls from support staff as necessary regarding client behavioral and emotional needs. Attends trainings as necessary. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention. Performs assessments as determined by programs.

Location: PYRAMID – York Methadone & Outpatient

York, PA

****EARLY MORNING HOURS****

Clinical Supervisor

Evaluates potential clients for the appropriate level of care requirements and identifies their DSM IVTR diagnoses, Axis I-V. Assists the counselors in the development of the treatment plan. Facilitates treatment team meetings and participates in case consults. Provides individual and group supervision to the counselors and other staff as assigned. Attends shift change and company meetings. Maintains caseload as needed. Assists the Director in developing new programs for the facility. Attends trainings as necessary. Clerical duties as required for maintenance of client files. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic environment for clients including crisis intervention. Insures clinical program occurs daily as scheduled.

Staff Nurses (RN/LPN)

Responsibilities include: Properly instructs and guides chemical dependency technicians and LPN's in client care responsibilities and assignments. Orientation of new employees to unit specific policies and procedures, positive and offers constructive feedback and direction to students/interns on the unit, conveys accurate information in supportive and courteous manner to unit nursing and tech staff. Seeks out supervision and direction from physician, completion of nursing assessments, transfers, discharges, treatment plans, progress notes, medication reconciliation, medication administration, vitals, knowledge of detox protocols, assisting medical doctor as needed, provide medical lectures. Report any unusual occurrences to nurse supervisor/program director promptly, ensure room assignments are appropriate to clients' needs, attend and actively participate in departmental staff meetings. Maintain medical equipment in proper working order; maintain confidentiality and proper boundaries, other duties as assigned.

NTP Counselor

Preparing materials for and facilitating group. Initiates and develops client treatment planning goals through contact with clients, family, colleagues, and other staff. Evaluates behavioral and emotional needs of clients and family members. Communicating with referral sources and company representatives. Manages client files by having all appropriate documents. Attending meetings regarding client's progress. Conducting Insurance Reviews including documenting and handling co-pays. Administers individual sessions including paperwork and assignments. Attending staff and company meetings. Manages client files by having all appropriate documents. Clerical duties as required for maintenance of client files. Maintains client caseload daily. Responsible for intake process with new clients into program. Facilitate programs as deemed necessary by the supervisor. Receives phone calls from support staff as necessary regarding client behavioral and emotional needs. Attends trainings as necessary. Listens to clients concerning all areas of treatment. Maintains safe, orderly, and therapeutic physical environment for clients including crisis intervention.

Location Coming Soon: PYRAMID – York Autism Spectrum Disorder Academy York, PA

Lead Teacher

Current by State Teacher certification; experience in organization or health care setting preferred; knowledge of educational principles and methodology as applied to students with emotional and learning problems; assessment, planning, organizational, evaluative, and interpretive skills; time management and interpersonal skills; skills in applying a variety of instructional methodology with special populations; sound written and oral communication skills; record keeping skills; public speaking or presentation skills helpful; decision-making and problem-solving skills.

Dietary Worker

Knowledge in food preparation; slices and chops food according to meal, prepare salads, portions desserts in containers, stocks juices and milk, assist lead cook when asked. Serve meals to clients; food is placed on serving line on time, follows assigned menu using sanitary guidelines. Restock cups, napkins, forks and spoons. Cleanliness of work areas; washes dishes, pots, pans, utensils. Cleans table tops and dining area after each meal. Records daily temperatures of refrigeration system and food temperatures daily. Performs cleaning duties assigned by supervisor including sweeping and mopping kitchen and cafeteria. Accepts food deliveries, follows correct procedures when checking in food

North Carolina

Location: October Road

Mars Hill, NC

ACTT Peer Support Specialist – 1 Full Time

Actively participates as a part of a multi-disciplinary treatment team to provide clinical expertise. Will attend daily staffings and update team members with relevant information. Responsible for utilization review, treatment plans/reviews, discharge planning, documentation, CQI, staff relationships, referral contacts and a variety of other duties. Case Management by providing transportation for clients to access community resources. Emergency services/ on call duty on rotation that may include commitment procedures, after hour assessments, crisis planning, and hospital diversion. Travel to community to see clients and provide needed assistance.

Company vehicle provided. Required Education/Certifications: Bachelor Degree in Social Work, Counseling, or Psychology from an accredited college or university and Peer Support Certification from North Carolina's Peer Support Specialist Program. QP status according to 10A NCAC 27G.0104 required. Prefer 1-3 years of experience working with individuals with severe and persistent mental illness.

Location: October Road

Asheville, NC

Substance Abuse Peer Support Specialist – 1 Part Time

Attend and participate in regularly scheduled treatment team meetings. Provide lived experience expertise and interact with multi-disciplinary treatment team. Maintain regular contact with referral sources as indicated. Update on consumer's progress. Prepare and conduct concurrent reviews to referral sources as directed by supervisor. Responsible for timely completion of medical record documentation. Documentation of all client or peripheral contacts. Participate in peer record review process. Productive, effective and professional relationships with all disciplines. Keeps supervisor informed. Open to feedback and supervision. Provide transportation for clients to access community resources. Emergency services duty on rotation that may include commitment procedures, after hour assessments, crisis planning, and hospital diversion.

Requires Certified Peer Specialist certificate. Prefer associates degree within a professional Human Services discipline. Be a current or former consumer of substance abuse services. Have a minimum of 1 year demonstrated recovery time prior to date of application.

ACTT Substance Abuse Specialist – 1 Full Time

Actively participates as a part of a multi-disciplinary treatment team to provide clinical expertise. Will attend daily staffings and update team members with relevant information. Responsible for utilization review, treatment plans/reviews, discharge planning, documentation, CQI, staff relationships, referral contacts and a variety of other duties. Case Management by providing transportation for clients to access community resources. Emergency services/ on call duty on rotation that may include commitment procedures, after hour assessments, crisis planning, and hospital diversion. Travel to community to see clients and provide needed assistance. Requires Bachelor Degree in Social Work, Counseling, or Psychology from an accredited college or university and CSAC certification or LCAS or LCAS-A. QP status according to 10A NCAC 27G.0104 required. Prefer 1-3 years of experience working with individuals with severe and persistent mental illness.

ACTT LPN – 1 Full Time

Actively participates as a part of a multi-disciplinary treatment team to provide clinical expertise. Attends daily staffings and updates team members with relevant information. Will provide medical/medication management by coordinating consumer needs with health care providers, monitoring medication compliance and giving injection per prescriptions. Coordinates internal psychiatrist schedule to assure clients are seen regularly. Case Management by providing transportation for clients to access community resources. Emergency services/ on call duty on rotation that may include commitment procedures, after hour assessments, crisis planning, and hospital diversion. Travel to community to see clients and provide needed assistance. Requires a Diploma or an Associate Degree in Nursing, from an accredited college or university. Prefer Bachelor or Graduate degree. Minimum requirement- must have at minimum of Associate professional status according to 10A NCAC 27G.0104. years' experience within an MH and or SA setting preferred.

Intake Clinician – 1 Full Time

Conducts screenings and level of care assessments, using clinical knowledge and skill level. Facilitates appropriate admissions to all levels of care based on Locus and/or ASAM criteria. Makes appropriate referrals to community resources and outside referral opportunities in the best interest of the client. Completes assessment, admission and other paperwork for clients to start treatment in a timely manner. Manage admission pre-certification with funding sources. Work effectively with facility staff to ensure consistent implementation of programs. Smoky Mountain Center credentialing preferred. Requires a Master's Degree from an accredited college with a major in chemical dependency, psychology, social work, counseling, or other related field. Required to have LPC or LCSW, prefer LCAS as well.

Records/Purchasing Coordinator - 1 Full-Time

Maintain all medical records, paper and electronic, including but not limited to; All scanning and uploading for charts (paper charts still in existence new papers are scanned. Notify responsible staff when noting deficiencies in chart. Follow chart order at all times when scanning. Follow HIPAA guidelines while processing all requests for records for active and inactive clients. Properly document all releases of information in EHR. Pull charts as needed for special audits. Will assist with internal audits as necessary. Scan archive charts for clients that reengage in services after discharge. Assists with the Program's Compliance with Applicable Federal, State and Local Laws (DFS, LME, NCDMH & CARF standards, if applicable). Will serve as primary back up for front desk and intake coordinator. Responsible for assisting Administrative Team Leader with maintaining employee records in order to comply with all State, Federal and Local Laws. Will maintain training calendar for internal and external trainings as well as set up for trainings and ensure all training supplies are provided to trainer on as needed basis. This position will also assist with purchasing company supplies on an as needed basis. Must have high school diploma. Prefer Associates or Bachelors in Business or Human Services. Requires at least 1 year experience in medical office and prefer experience in mental health and substance abuse.

Counselor Assistant – 2 Part Time

Provides safe transportation to consumers within the scope of daily operations. Participates in and supports therapeutic interventions (huddles, assignments). Provides accountability, oversight and direction to the routine and order of the residential treatment setting. Serves as a positive role model and mentor to adults in recovery. Organizing paperwork and assembling clinical records. Faxing, collating, copying paperwork for counseling staff and group preparation. Assisting licensed/certified counselor in facilitating the group process. Assisting licensed/certified counselor with case management and reporting functions. Assists with the program's compliance with applicable federal, state, and local laws (DFS, LME, NCDMH, & CARF Standards, if applicable). Assists with monitoring and measuring Program Performance Improvement as well as participating in PI teams. Provides logistical support to the overall program operations-errands, transportation to appointments, and procurement of supplies etc.

New Jersey

Location: HGH FOCUS CENTERS - OUTPATIENT

Adult and Adol Psych Clinician - Full Time Floater

Experienced NJ licensed Mental Health Professional

Clinical responsibilities include group therapy within program structure, Individual therapy, family therapy and initial assessments.

Mental Health Associate - Full Time and Parsippany

Freehold

Entry-level Bachelors degree positions in the adolescent psychiatric day treatment program Responsibilities include observation and monitoring of adolescents in group therapy and during program breaks, some administrative duties and driving of adolescents in our vans. Clean driving record required.

DRIVER - Part Time

Cranford

Part time split shift 7AM to 9AM and 2:30 PM to 5:30PM

Drive adolescent's patients to/from School and/or home to our facility in a High Focus Centers' Van. Must have a Bachelors Degree and clean driving record.

PSYCHIATRIC DIRECTOR - Full Time

Parsippany

Experienced child and adolescent psychiatrist