ORGANIZATION: Milestone Centers Inc.
DEPARTMENT: Outpatient
POSITION: Co-occurring Outpatient Supervisor
STATUS: Full Time; 37.5 hours / week
SCHEDULE: 9:00 AM – 5:00 PM; Monday through Friday
LOCATION: Wilkinsburg
SALARY: Please submit wage requirements with resume and / or online application

Milestone Centers, a subsidiary of Partners For Quality Inc., is a nonprofit, community-based human services agency supporting individuals with behavioral health challenges and intellectual & developmental disabilities in communities throughout Western Pennsylvania. Our Agency oversees 20 residential settings, two outpatient offices, three adult training facilities, a prevocational enterprise program, a consumer drop-in center, habilitation services, and two Health Care Quality Units in Butler and Warren, which train professionals in 18 counties. Milestone Centers has earned certification from the Sanctuary Institute for providing trauma-informed care.

The Co-occurring Outpatient Supervisor will be responsible for the day-to-day operations and supervision of the Outpatient department. This position also provides outpatient treatment to a limited caseload of outpatient clients. Duties include, but are not limited to:

- Demonstrates and reflects a commitment to the mission and values of Milestone by serving others with respect, dignity, and compassion.
- Utilizes Sanctuary Model’s shared values, the Seven Commitments and tools to conduct daily tasks.
- Coordinates and assigns case transfers.
- Coordinates treatment team meetings.
- Participates in interviewing and selecting staff.
- Provides orientation to new staff.
- Acts as the team leader for clinical crisis.
- Acts as liaison between various departments and levels of care within the Agency and community.
- Provides training and information regarding clinical policies and procedures.
- Participates in planning and implementation of clinical services.
- Completes clinical documentation within required parameters
- Provides case management to clients/consumers in caseload as necessary, which includes but is not limited to case conferences, staff consultation, psychiatric consultation, linking to other external service providers.
- Consults with other external service providers and linkage with other levels of care within Milestone.
- Meets or exceeds 60% of productivity standards.

QUALIFICATIONS

1. Master’s Degree
2. One of the following Pennsylvania licenses: LSW, LCSW, LPC, LMFT, PsyD
3. Two years related experience,
4. Good verbal and written communication skills
5. Proficient computer skills
6. Act 33 and Act 34 clearance and FBI background check
7. Valid PA Driver’s license
SALARY

*Please submit wage requirements with resume and/or online application*

CASH INCENTIVES

Employees have the opportunity to earn additional money through various incentive programs:

- $1,000 Employee Referral (for successfully referring someone to employment)

BENEFITS

Full Time employees enjoy a comprehensive benefits package:

- Health, Dental and Vision Insurances (United Healthcare)
  - $1,200 cash payout option in lieu of Health Insurance coverage
- Healthcare Flexible Spending Account
- Dependent Care Flexible Spending Account
- 15 to 27 Paid Days Off / year
- 8 Paid Holidays
- Short Term Disability
- Long Term Disability
- Life Insurance
- Supplemental Insurance (AFLAC)
- Optional 401(k) with Employer match

WORK PERKS

- Free parking
- Employee Activities, Rewards and Recognition Programs
- Comprehensive Employee Assistance Program
- Credit Union
- Educational Leave
- Legal Services (Legal Shield)

APPLY TO THIS POSITION

Interested applicants can choose to apply in any of the following ways:

- Complete an employment application [online](#)
- Email resumes: [Careers@PFQ.org](mailto:Careers@PFQ.org)
- Fax resumes: 412-824-8160
- Drop off resumes or apply in person: Partners For Quality, 250 Clever Road, McKees Rocks, PA 15136

*If you need any assistance or require an accommodation to apply please contact us at 412-446-0700.*


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Partners For Quality and its family of agencies are an equal opportunity employer

EOE