

**ALBANY AREA COMMUNITY SERVICE BOARD
JOB ANNOUNCEMENT**

Job Title: BEHAVIOR HEALTH MANAGER Classified _____ Unclassified <u>X</u>		Unit and Location of Position: Mental Health/Addiction Disease Adult/C&A Outpatient Services Unit – Albany, GA
Announcement Begin Date: August 25, 2010		Announcement Deadline: Open until filled Telephone #: (229) 430-4433
Position Number: 00044422	Pay Grade: 19	Annual Salary Range: \$52,172.55 Negotiable
<p>GENERAL NATURE OF WORK: Will function as Clinical Director under broad supervision; manages/coordinates and directs the clinical/social services activities of mental health and addictive diseases programs in an eight (8) county geographical area. Provides programmatic and administrative direction in the daily operations of assigned programs. Makes provision for clinical training to professional social services staff. Directly and indirectly supervises a large staff of social service professionals and paraprofessional support staff in the diagnosis, evaluation and treatment of emotional, cognitive, mental, behavior and substance abuse disorders, illnesses and conditions.</p>		
<p>QUALIFICATIONS: Applicant must possess a Master's degree in the behavioral health field AND two years of experience in the provision of therapeutic services to individuals with MHAD problems (e.g. Case management, outreach, prevention, individual/group/family therapy, assessment/testing/evaluation and development of treatment plans and supervision of behavioral health care staff) AND successful candidate must also possess full Licensure as a Licensed Clinical Social Worker, Licensed Professional Counselor, or Licensed Marriage and Family Therapist by the Georgia Composite Board of Professional Counselors, Social Workers and Marriage and Family Therapists.</p>		
<p>OTHER DESIRED QUALIFICATIONS APPLICABLE TO THIS POSITION: Preference will be given to applicants who, in addition to meeting minimum qualifications; will have an experience in a Community Service Board setting, experience as a clinical manager/director, experience with budgeting and human resource AND who possess the following clinical/organizational skills: supervision of clinical staff in a multi-discipline team approach; experience in working with external review organizations; preauthorization experience for service provision ; high productivity in the workplace; successful (documented) management experience in the behavioral health field; agency wide problem solving with corrective actions in place (documented); and any "product" that demonstrates a high level of organizational ability working across disability sections with a variety of managers; effective writing/communication skills.</p>		
<p>() A pre-employment physical required for appointment to position. (X) A fingerprint criminal records investigation required for appointment to position. (X) Pre-employment drug testing and random alcohol/drug testing required for appointment to position. (X) Males between 18 and 26 years of age required to present proof of having registered with the Selective Services System as required by federal law or of being exempt from such registration. (X) An official transcript required from the college that granted your hours and/or degree. The transcript (Primary Source) will need to be furnished to the Human Resources Department.</p>		
ALL RELEVANT INFORMATION IS SUBJECT TO VERIFICATION		
<p>APPLICATION INSTRUCTIONS: Complete application in exact accordance with instructions on how to complete the work history. Describe background in full and make certain application is signed and dated by applicant. Applications must include a telephone number where the applicant can be reached during the daytime. Incomplete applications, applications with insufficient detail, or applications that are otherwise unacceptable may be returned and can result in applicants not being considered for the position.</p>		
<p>APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING OFFICE NO LATER THAN THE DEADLINE:</p> <p style="text-align: center;">HUMAN RESOURCE OFFICE ALBANY AREA COMMUNITY SERVICE BOARD 1120 WEST BROAD AVENUE, SUITE C-4 P.O. BOX 1988 ALBANY, GA 31702-1988 (229) 430-4433 / FAX (229) 430-1719</p> <p>An applicant who has a disability which requires special accommodation should contact HR at (229) 430-4433</p>		
<p>TYPE OF RECRUITMENT: (Mark type of recruitment. More than one type may be selected.) (X) This announcement is open to all qualified applicants. () Employees currently in a classified position with permanent status would keep their classified status if selected for this position. (X) This announcement is open to all current Albany Area MH/DD/SA Services and Southwestern State Hospital employees who meet minimum qualifications for the position.</p>		
<p>The Albany Area Community Service Board does not refuse services or employment to anyone based on race, color, national origin, gender, disability, age, or religious or political opinions or affiliations.</p>		
<p>THIS POSITION IS COVERED UNDER THE GEORGIA MERIT SYSTEM OF PERSONNEL ADMINISTRATION AND MUST BE FILLED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE STATE PERSONNEL BOARD.</p>		
<p>THIS ANNOUNCEMENT SHOULD BE POSTED ON YOUR BULLETIN BOARD</p>		