

THE MENTAL HEALTH ASSOCIATION OF SOUTHEASTERN PENNSYLVANIA

JOB OPPORTUNITIES

WEEK OF OCTOBER 6, 2008

KITCHEN COORDINATOR – HOMEWARD BOUND

Description: FT (37.5 hrs.) The Kitchen Coordinator is responsible for planning and preparing menus and meals, maintaining the condition of the kitchen and ensuring sanitary conditions. The Kitchen Coordinator must have the ability to plan menus for a diverse population (i.e. diabetes, high blood pressure, allergies) and will work with the consumers to help them develop skills such as kitchen safety, basic cooking techniques and methods.

Will plan menus on a weekly basis for breakfast, lunch and dinner and serve lunch and dinner. Other related duties (i.e. purchasing food, preparing meals for weekends and maintaining inventory of food).

Location: Oak Lane Street

Qualifications: This position requires a High school diploma or GED and one to three years of related kitchen/cooking experience.

Valid Pennsylvania driver's license required.

Contact Information: Please send resumes w/cover letter to: Human Resources, 11th floor, 1211 Chestnut Street, Philadelphia, PA 19107 or e-mail to: hr@mhasp.org. No phone calls please.

CERTIFIED PEER SPECIALIST – A NEW LIFE PEER RESOURCE CENTER

Description: FT (37.5 hrs.) The Peer Specialist understands the recovery principles and the stages of change. She/he effectively deals with crisis situations including medical and psychiatric emergencies, homelessness and accesses resources of the mental health system and the community. The Peer Specialist also engages consumers in daily goal planning and encourages consumers to become involved in building community supports and to participate in advocacy groups. Maintains strict confidentiality at all times. Other related duties.

Location: 3119 Spring Garden Street

Qualifications: High school diploma or GED. One to three years related experience and/or training. Must be able to create, read and send e-mail through Microsoft Outlook calendar and work in an internet/intranet environment. Certified in Standard First Aid/CPR.

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SUPPORT STAFF – POTTSTOWN PEER RESOURCE CENTER

Description: FT (37.5 hrs.) Effectively deals with crisis situations including medical and psychiatric emergencies, homelessness, problems with premises, fire emergencies and accesses resources of the mental health system and the community. He/she refers complaints about the mental health system services to appropriate agencies and encourages consumers to advocate for improvement in the mental health system. Interacts effectively with consumers in the center and on the telephone by providing peer and mutual support, self-disclosure and encouragement where needed.

Qualifications: High School diploma or general education degree (GED); and one to three years related experience and/or training; or equivalent combination of education and experience. Must be able to create, read and send e-mail through Microsoft Outlook, create word documents in Microsoft Word, use Microsoft Outlook calendar and work in an internet/intranet environment. Must be certified in Standard First Aid/CPR.

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SUPPORT STAFF – DELAWARE COUNTY PROJECT SHARE

Description: FT (30 hrs.) Effectively deals with crisis situations including medical and psychiatric emergencies, problems with premises and accesses resources of the mental health system and the community. He/she is able to work independently and interact effectively with residents of the program. Must maintain strict confidentiality regarding the names and information about residents and obtain releases where appropriate. Other related duties.

Location: Chester Pike, Darby

Qualifications: High school diploma or GED. One to three years related experience and/or training. Must be able to create, read and send e-mail through Microsoft Outlook

calendar and work in an internet/intranet environment. Certified in Standard First Aid/CPR.

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PEER MENTOR – TRAIL GUIDES

Description: FT (37.5 hrs.) Mentors are people who experience a mental health diagnosis and have found successful ways of coping with their own mental health issues and are now living successfully within the community. As such, they act as positive role models for young adults with a mental health diagnosis to help them to achieve their self-determined goals.

The Peer Mentor will form a friendly relationship with assigned clients and spend the agreed upon time together and help to enrich his/her life in the areas of constructive leisure activity, coping skills, and in their occupational and educational goals. These activities are based on the goals they have set during the intake process. He/She promotes positive role modeling, which is done through companionship and peer counseling through interaction with the consumer in the community (INVIVO).

The Peer Mentor will obtain a case load of program participants and meet with primary service providers and other support systems of the client to review the clients personal plans and to discuss the course of events since the client was assigned to support staff.

Location: Main Street, Norristown

Qualifications: High School Diploma or General Education Degree (GED) plus a minimum of two years related experience. Additional experience in the mental health field, and higher education a plus. Recovery from chemical dependency, and working a recovery program is a plus. Must be able to create, read and send e-mail through Microsoft Outlook, create word documents in Microsoft Word, use Microsoft Outlook calendar and work in an internet/intranet environment.

This position requires being able to work flexible hours, which includes nights, weekends and holidays. Knowledge of the public transportation system and community resources is required.

The ability to travel in inclement weather and ability to walk extensively and frequently.

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PERSONAL CARE HOME ADVOCATE- We C.A.R.E.

Description: FT (37.5 hrs.) and PT (20 hrs.) The Personal Care Home Advocate provides individual advocacy services to consumers of both personal care homes and the community, which include individual casework, outreach, education and participation in new or ongoing advocacy initiatives. In addition, he/she provides technical assistance to staff and administrators of personal care homes in appropriate provision of service to residents.

Location: 1211 Chestnut Street

Qualifications: High school diploma or GED and one to three years related experience and/or training. Must be able to create, read and send e-mail through Microsoft Outlook calendar and work in an internet/intranet environment.

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SHELTER MONITOR – CONNECT-BY-NIGHT

Description: PT position. This position is located in Delaware County. The Shelter Monitor for Connect-By-Night emergency shelter provides supportive services for persons who are homeless. This is an overnight, awake position. The Shelter Monitor effectively deals with crisis situations including medical and psychiatric emergencies, problems with premises and accesses resources of the mental health system and the community. He/she is able to work independently and interact effectively with participants of the program. Must maintain strict confidentiality regarding the names and information about residents and obtain releases where appropriate. Other related duties.

Location: Long Lane, Upper Darby

Qualifications: High school diploma or GED. One to three years related experience and/or training. Must be able to create, read and send e-mail through Microsoft Outlook calendar and work in an internet/intranet environment.

A valid driver's license in good standing and certified in Standard First Aid/CPR are required.

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CERTIFIED PEER SPECIALIST – NORRISTOWN STATE HOSPITAL PEER RESOURCE CENTER

Description: PT (22.5 hrs. per week). The Peer Specialist understands the recovery principles and the stages of change. She/he effectively deals with crisis situations including medical and psychiatric emergencies, homelessness and accesses resources of the mental health system and the community. The Peer Specialist also engages consumers in daily goal planning and encourages consumers to become involved in building community supports and to participate in advocacy groups. Maintains strict confidentiality at all times. Other related duties.

Location: Bldg. 6, Norristown

Qualifications: High school diploma or GED. One to three years related experience and/or training. Must be able to create, read and send e-mail through Microsoft Outlook calendar and work in an internet/intranet environment. Certified in Standard First Aid/CPR.

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