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THE MENTAL HEALTH ASSOCIATION OF SOUTHEASTERN PENNSYLVANIA

JOB OPPORTUNITIES

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WEEK OF MARCH 24, 2008

PROGRAM MANAGER – NORTHEAST CONSUMER CENTER

Description: FT (37.5 hrs.) The Program Manager is responsible for all operations of the Center including the development, implementation and maintenance of the program. The Program Manager supervises all staff and volunteers, trains staff in their duties and works with Finance to develop program budgets and monitor the expenses of the program.

Qualifications: Bachelors Degree (BA) or 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 within an internet/intranet environment.

Contact Information: Please send resumes w/cover letter to: Human Resources, 12th floor, 1211 Chestnut Street, Philadelphia, PA 19107 or e-mail to: hr@mhasp.org. No phone calls please

SUPPORT STAFF – ABINGTON CONSUMER CENTER

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. This is an on-call during center operating hours.

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.

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SUPPORT STAFF – A NEW LIFE CONSUMER CENTER

Description: FT (37.5 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. This is an on-call during center operating hours.

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.

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SHELTER MONITOR – CONNECT-BY-NIGHT

Description: FT (37.5 hrs.) 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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CONSUMER ADVOCATE FOR PERSONAL CARE HOMES – We C.A.R.E. PROGRAM

Description: PT (20 hrs. per week). The Consumer Advocate for Personal Care Homes provides individual advocacy services to consumers of both personal care homes and the community, which includes individual casework, outreach, education and participation in new or ongoing advocacy initiatives.

Location: 1211 Chestnut Street

Qualifications: High school diploma or GED; three years related experience or training or equivalent combination of experience and training. Must be Microsoft proficient (i.e. Outlook, Word).

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PROGRAM MANAGER – REPRESENTATIVE PAYEE PROGRAM

Description: FT 37.5 hours. The Program Manager of the Representative Payee Program will serve as the primary spokesperson for the MHASP Rep Payee Program. S/he is responsible for overall coordination and implementation of program services, including management of all program staff and communicating with funders and senior administrators in surrounding counties.

The Program Manager also works with county mental health offices, Norristown State Hospital officials and local Social Security Administration offices to ensure rep payee services are available to all consumers in need and maintains working relationships with benefit sources, government and human services agencies, providers and other vendors.

Location: 1211 Chestnut Street

Qualifications: Bachelor's Degree in Finance/Accounting, Business Administration or other related field; two plus years of work experience performing accounting, budget or reconciliation duties. A minimum of three years of management, supervisory experience or equivalent combination of education and experience, plus strong proficiency with Excel, Word processing and database systems is required. Also requires excellent writing and communication skills.

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DRUG AND ALCOHOL SPECIALIST – SHARE TCM

Description: FT 37.5 hours. The Drug and Alcohol Specialist will provide targeted case management services to consumers who need help with obtaining resources and services

in the community, moving toward the most independent living situation possible, including planning and carrying out changes in the consumer's life.

Location: Parkside Avenue, West Philadelphia

Qualifications: BA degree from a four year college or university and three or more years experience with mental health direct care and CAC certification.

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 within an internet/intranet environment.

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MONTGOMERY COUNTY FAMILY EMPOWERMENT SATISFACTION TEAM – FAMILY ADVOCATE

Description: FT (37.5 hrs.) The FEST Family Advocate is responsible for developing and maintaining tools to measure family satisfaction of families whose children have emotional or behavioral concerns that are navigating the public child-serving systems: behavioral health, drug and alcohol, juvenile justice, education and child welfare. FEST Family Advocates gather satisfaction information from families and youth through facilitating focus groups, questionnaires and interviews. FEST Family Advocates are also responsible for reporting satisfaction information to funders, providers and families and youth, through monthly, quarterly and annual reports, with the goal of increasing family and youth input in the development and evaluation of services.

Location: DeKalb Street, Norristown

Qualifications: High school diploma or GED and two years experience. This is a peer position which requires personal experience as a caregiver navigating the public child-serving systems, or personal experience with receiving services through Montgomery County prior to age 18.

In addition, the qualified candidate must have knowledge of principles of recovery and resiliency. Fluency in a language in addition to English is preferred. Valid driver's license in good standing required. Some travel required primarily in locality and occasionally regional and statewide. Must be able to create, read and send email through Microsoft Outlook, create documents in Microsoft Word, use Microsoft Outlook calendar and work in an internet/intranet environment. Knowledge of other Microsoft office products preferred.

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hr@mhasp.org. No phone calls please.

PEAK FAMILY ADVOCATE

Description: FT (37.5 hrs.) The Peak Family Advocate assists families whose children have emotional or behavioral concerns with navigating the public child-serving systems: behavioral health, drug and alcohol, juvenile justice, education and child welfare. Provides support, advocacy, information and referrals for families from the Cambodian and other Asian communities who have children/adolescents with emotional or behavioral concerns.

Location: 1211 Chestnut Street

Qualifications: Bachelor's degree preferred, however a high school diploma or GED and four to six years relevant experience will be considered. Fluency in the Cambodian language, both written and spoken, in addition to English, is preferred.

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PEER SPECIALIST – MONTGOMERY COUNTY 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: DeKalb Street, 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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PROJECT COORDINATOR – PIN DELAWARE COUNTY

Description: FT 37.5 hours. The Project Coordinator is responsible for developing and maintaining the systems advocacy, education and individual cases program and program evaluation. The Coordinator is additionally responsible for supervising the staff necessary to complete the objectives of this program.

Location: Long Lane, Upper Darby

Qualifications: High school diploma or GED and four to six years relevant experience. This position also requires experience as a caregiver navigating the public child-serving systems. In addition, the qualified candidate must have knowledge of principles of recovery and resiliency. At least two years of supervisory experience is required.

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 within an internet/intranet environment.

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RESIDENTIAL ADVISORS – HOMEWARD BOUND –WEEKEND AND ON CALL

Description: Weekend and part-time positions. The Homeward Bound Residential Advisor provides direct care for Homeward Bound residents by engaging residents through conversation, helping residents to complete chores, facilitating the self-administration of medication, maintaining residential records, and assisting with meals.

Location: East Oak Lane, Philadelphia

Qualifications: High school diploma or GED, plus two years experience in human services. Crisis management and problem solving skills. 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 within an internet/intranet environment.

The Residential Advisor must hear accurately and possess good listening skills and verbal communication skills. Must be able to perform light housekeeping duties in the residence, as well as be able to climb two flights of stairs each hour for rounds.

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SUPPORT STAFF – CHESTER CITY CONSUMER CENTER

Description: FT (30 hrs/wk.) 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: 7th Street, Chester

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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ADMINISTRATIVE COORDINATOR – FRIENDS CONNECTION PHILA.

Description: PT (29 hrs/pay.) The Administrative Coordinator is responsible for the supervision of record keeping and documentation that meets the appropriate regulatory guidelines. This position also requires inventory and office management of the Friends Connection facility, and will assist the director as needed. This position may also require occasional field service and intake and assessment of program participants.

Location: Delaware Avenue, Philadelphia

Qualifications: Associate's degree or bachelor's degree from a college or technical school; and three or more years of related experience; or equivalent combination of education and experience. Ability to effectively communicate with difficult employees and consumers. Knowledge of or experience with the mental health system. Knowledge of and experience with word processing and computer databases.

Must be able to create, read and send e-mail through Microsoft Outlook, create word documents in Microsoft Word, use Microsoft Calendar and work within an internet/intranet environment.

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CERTIFIED PEER SPECIALIST TRAINER – RECOVERY INSTITUTE

Description: 3 FT (37.5 hrs.) The Certified Peer Specialist Trainer will be responsible for providing training and technical assistance for the Institute for Recovery and Community Integration. Presents recovery, peer support and WRAP training. Other duties as assigned.

Location: Chester Pike, Darby and Main Street, Norristown

Qualifications: Associate's degree in a related field from an accredited college of university and two to three years related experience and/or training; or equivalent combination of education and experience. Experience as a presenter/trainer is required. Must be able to create, read and send e-mail in Microsoft Outlook, create word documents in Microsoft Word, use Microsoft Outlook calendar and work within an internet/intranet environment. Valid driver's license with good driving record is required.

This position requires significant travel.

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OUTREACH CASE MANAGER – CONNECT

Description: 2 FT (37.5 hrs.). Provides case management services to consumers who need help with obtaining resources and services in the community, moving toward the most independent living situation possible, including planning and carrying out changes in the consumer's life.

Location: Long Lane, Upper Darby

Qualifications: Bachelor's Degree (B.A.) from four-year college or university; or one to two years related experience and/or training, or equivalent combination of education and experience. Ability to operate agency van. 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.

Valid and clean Driver's License, Certified in Standard First Aid/CPR

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