



Rebuilding Lives for a Safer Community

JOB POSTING

Facility	Columbia Youth Home
Posting Date	5/6/2019
Closing Date	5/13/2019
Job Title	Human Services Professional
Type of Position:	<input checked="" type="checkbox"/> Full-time (1 Position) <input type="checkbox"/> Part-time

Applicants may apply at www.alstonwilkessociety.org by completing the online application (include resume) and faxing to (866) 647-5998; email to hrdepartment@alstonwilkessociety.org or mail to: 3519 Medical Dr., Columbia, SC 29203, Attn: Toi D. Reid, Director, Human Resources. Internal applicants may apply by submitting a letter of interest and an updated resume.

GENERAL DESCRIPTION

Job Summary: Human Service Professional, under direction and supervision of the Program/Facility Director, is responsible for the coordination of therapeutic services to clients. HSP is responsible for functions related to managing, supporting, and facilitating appropriate services to meet the needs of clients. HSP must be available on-site no less than 40 hours per week and for 24 hour on-call crisis services.

MINIMUM QUALIFICATIONS:

Knowledge:

- Child and Adolescent Development
- Child welfare system and family systems
- Behavior management techniques and crisis intervention
- Treatment Plan Development and Implementation

Skills In:

- Communicating effectively both orally and in writing
- Developing, implementing, and evaluating program/client goals and objectives
- Training, coordinating, and evaluating the work of direct care and support staff
- Individual, group and family counseling techniques
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

EDUCATION REQUIREMENTS

- Master's Degree in Counseling, Social Work, or related field with a minimum of two years of relevant experience in a social services field.
- Consideration will be given to Bachelor's degree level, depending on nature of specialization and commensurate experience.

LICENSES AND CERTIFICATION

- Valid Driver's License
- Proof of Auto Liability Insurance if required
- Proof of education and credentials will be required for employment
- CPR and First Aid Certification preferred.

APPROVED BY: S. Anne Walker, Executive Director

EOE/AA