

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/13/15

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: QMHP-CCC IV - LEAD COUN. SCDC POSITION #: 012553

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: PERRY CORRECTIONAL INSTITUTION, PELZER (GREENVILLE) LEVEL 3

STATE JOB TITLE: HUMAN SERVICES COORD I STATE JOB CLASS: GA50

PAY BAND/LEVEL: 05 E

BAND: 05 SALARY RANGE \$ 032838 - \$ 060760 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 037213 - \$ 048030 SCEIS POSITION #: 61017327

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND PROFESSIONAL EXPERIENCE IN HUMAN SERVICES OR SOCIAL SERVICES PROGRAMS.

A MASTER'S DEGREE IN CLINICAL SOCIAL WORK OR RELATED MENTAL HEALTH FIELD AND TWO (2) YEARS EXPERIENCE IN COUNSELING. MUST BE LICENSED AS A LMSW, LPC-I, LPC OR LPC-S

DESCRIPTION OF DUTIES:

PERFORMS MENTAL HEALTH ASSESSMENTS/EVALUATIONS ON ASSIGNED CLIENTS. CONDUCTS INDIVIDUAL AND GROUP COUNSELING. PROVIDES DIRECT FEEDBACK ON MENTAL HEALTH ISSUES TO INSTITUTIONAL STAFF. ASSISTS IN DISCHARGE PLANNING FOR CLIENTS WHO ARE COMPLETING THEIR SENTENCES. PROVIDES ADVISORY AND CONSULTATIVE SERVICES AS RELATED TO MENTAL HEALTH SERVICES. PARTICIPATES IN QUALITY ASSURANCE REVIEWS ENSURING COMPLIANCE WITH STANDARDS. ASSISTS ADMINISTRATIVE SUPPORT STAFF WITH PSYCH. CLINIC. ASSISTS SUPERVISOR IN THE DEVELOPMENT/ADMINISTRATION OF SPECIAL PROJECTS IN THE FIELD OF MENTAL HEALTH. MAKES CASELOAD ASSIGNMENTS. ASSISTS OTHER INSTITUTION IN THE PERRY REGION (LEATH, MCCORMICK, PERRY AND TYGER RIVER C.I.'S). PROVIDES CLINICAL AND ADMINISTRATIVE SUPERVISION OF SUBORDINATE STAFF IN THE ABSENCE OF THE REGIONAL MANAGER. PARTICIPATES IN ON-CALL POOL TO PROVIDE AFTER HOURS COVERAGE WITHIN THE REGION AS ASSIGNED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

REANNOUNCEMENT. WILL REMAIN OPEN UNTIL FILLED.