SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/16/16 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: QMHP - CCC IV 5E SCDC POSITION #: 015622
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: LIEBER CORRECTIONAL INSTITUTION, RIDGEVILLE (DORCHESTER) 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: $ 038422 - $ 043881 SCEIS POSITION #: 61022945

MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND PROFESSIONAL EXPERIENCE IN HUMAN SERVICES OR SOCIAL SERVICES PROGRAMS.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A MASTER'S DEGREE IN CLINICAL SOCIAL WORK OR RELATED MENTAL HEALTH FIELD AND TWO (2) YEARS EXPERIENCE. MUST BE LICENSED AS A LMSW, LPC-I, LPC, OR LPC-S.

DESCRIPTION OF DUTIES:
PERFORMS MENTAL HEALTH ASSESSMENTS/EVALUAITONS 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 INSTITUTIONS IN THE LIEBER REGION (LIEBER, ALLENDALE, MACDOUGALL, AND RIDGELAND C.I.'S) AS NEEDED. PROVIDES CLINICAL AND ADMINISTRATIVE SUPERVISION TO SUBORDINATE STAFF IN THE ABSENCE OF THE REGIONAL MANAGER.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
MUST SUBMIT A RESUME TO BE CONSIDERED FOR THIS POSITION.
UNTIL FILLED