



## **JOB VACANCY LISTING – June 18<sup>th</sup>, 2017**

### **A COMPLETED EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION**

A résumé may accompany an application but will not be accepted as a substitute. Applications can be completed in the Computer Lab of the Human Resources Office, located in Building "A" of our Ortiz Campus, at 2789 Ortiz Avenue, Fort Myers, FL 33905 (Office hours: 8:00 AM-4:30 PM, Monday-Friday)

OR by visiting our company website: [www.saluscareflorida.org](http://www.saluscareflorida.org)

Completed applications may be submitted via E-MAIL: [apply@saluscareflorida.org](mailto:apply@saluscareflorida.org) or via FAX: (239) 418-0094

**SALUSCARE IS AN EQUAL OPPORTUNITY EMPLOYER AND  
A DRUG / TOBACCO-FREE WORKPLACE.**

**WE PARTICIPATE IN E-VERIFY**

**BI-LINGUAL APPLICANTS ARE ENCOURAGED TO APPLY.**

*Licensed and partially funded by: Florida Department of Children & Families. Partially funded by: Central Florida Behavioral Healthcare Network, Lee County Government, United Way of Lee County, US Department of Housing & Urban Development, US Substance Abuse & Mental Health Services Administration (SAMHSA) and Florida Department of Corrections.*

## **ORTIZ Campus**

### **ADULT COMMUNITY SERVICES**

#### **\*SUBSTANCE ABUSE CASE MANAGER (1-FTE)**

**Supervisor: Dushun Beckford Torres**

**DUTIES:** Works with consumers with substance abuse or co-occurring disorders in an effort to effectively link them to needed resources, coordinate such resources as necessary, and monitor the implementation of such. Examples of such resources may include, but not limited to, recovery oriented support systems, psychiatric services, substance abuse therapy and treatment services, housing, financial, vocational, connection to social activities and other resources as needed to promote independence and enhance daily living.

**QUALIFICATIONS:** Bachelor's Degree in a human service field from an accredited college or university and (1) one year experience working with adults with substance abuse disorders and / or mental health disorders. Co-occurring experience preferred. Must possess a valid Florida driver's license, a good driving record, current auto insurance, and a reliable vehicle. Must be proficient in Windows-based computer operating system. Requires ability to attain competency with the company electronic medical record and use it effectively within required timeframes.

## ADMINISTRATION

### **\*CHIEF ADMINISTRATIVE OFFICER (1-FT)**

**Supervisor: Stacey Cook-Hawk**

**DUTIES:** This leadership position has been developed in response to the agency's tremendous growth and diversity and its desire to ensure continued innovation, strength, and quality into the future. The Chief Administrative Officer is responsible for the overall leadership and strategic direction of several administrative functions in support of a multi-faceted service delivery system. Areas of responsibility include Facilities, Food Services, Contract Management and Quality Management. This position works closely with the operations leadership team and executive leadership team. The incumbent will build a bridge between clinical and administrative services through the development of infrastructure, systems and processes that facilitate clear and open communication and business flow.

**QUALIFICATIONS:** Requires a Graduate degree in health care, business, public administration or related field. Requires ten (10) years of senior management experience in the health care field. Past experience must include regulatory compliance and overseeing the daily operations of a fast-paced clinical/medical operation. Must be competent in the use of Microsoft Office (Word, PowerPoint, and Excel) and must possess the ability to attain and maintain competency with company specific software. Must demonstrate excellent oral and written communication skills; contractual fluency; excellent understanding of business complexities; the ability to work in a fast paced, demanding, deadline-driven environment and the ability to manage multiple projects at one time. Must be self-motivated and able to work autonomously. (5/28)

## BILLING

### **\*ACCOUNTS RECEIVABLE SPECIALIST (1-FT)**

**Supervisor: Debbie Reed**

**DUTIES:** Responsible for being the main contact for our largest Medicaid plan. Effectively work aged receivables and denials. Accurately post cash folders within two days of receipt. Promote internal and external customer satisfaction.

**QUALIFICATIONS:** HS Diploma or equivalent. Ability to type 30wpm. Six months prior AR experience required preferably working with insurance companies and claims follow up. (2/19)

### **\*FINANCIAL COUNSELOR (1-FT)**

**Supervisor: Debbie Reed**

**DUTIES:** Seeking billing and AR enthusiasts who are excited by interaction with customers. The incumbent will guide our customers through their recovery journey by helping to verify insurance, financial eligibility and demographics as well as calculating/verifying discounts and setting up payment plans. Energetic and positive professionals who enjoy operating as part of a successful team are encouraged to apply!

**QUALIFICATIONS:** HS diploma or equivalent. Ability to type 30CWPM. Six-months prior A/R experience required, preferably in medical setting with understanding of and involvement with insurance. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames.(5/28)

## CHILDREN'S CASE MANAGEMENT

### **\*CHILDRENS CASE MANAGER (Accepting applications, but no current openings)**

**Supervisor: Salvatore Romano**

**DUTIES:** Coordinate community based mental health services. Maintain an average caseload of 20 patients. Must be able to perform duties in a variety of locations and settings. Comply with all statutory regulations. Assume an advocacy role for patients. Must be able to operate a motor vehicle during daytime and nighttime driving, and also a valid Florida driver's license.

**QUALIFICATIONS:** Requires a BA/BS degree from an accredited college or university with a major in counseling, social work, psychology, criminal justice or related human services degree and have at least (1) one year of full time experience working with children with serious emotional disturbances **OR** have a Bachelor's degree from an accredited university or college and three years fulltime experience working with children with emotional disturbances. Must be proficient in Windows operating systems. Must possess a valid Florida driver's license, current auto insurance, a reliable vehicle and a good driving record. Computer skills in windows operating system required.

## CHILDREN'S COMMUNITY ACTION TEAM

### **\*CLINICAL MANAGER (1-FT)**

**Supervisor: Jessica Plazewski**

**DUTIES:** *Annual Salary has been increased! Also, this position includes differential pay over and above the recently increased salary.* This position oversees and coordinates the administrative and clinical aspects of the Children's Community Action Team. A highly unique position overseeing a dynamic and multi-faceted team of case managers, clinicians, mentors, and nurse who work with high risk children in the community. Maintains and develops positive working relationships with stakeholders in the community. Provide leadership and guidance to the team in order to improve level of functioning and appropriate levels of care for patients.

**QUALIFICATIONS:** Requires a Master's degree in Behavioral Health Sciences, such as psychology, mental health counseling, social work, art therapy or marriage and family therapy. Must have an active license issued by the Florida Board of Clinical Social Work, Marriage & Family Therapy or Mental Health Counseling. Requires a minimum of (3) three years of experience working with children or adolescents with behavioral health needs **and** a minimum of (1) one year supervisory experience. Requires a valid driver's license, current auto insurance, a good driving record and a reliable vehicle. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (1/24)

### **\*THERAPEUTIC MENTOR (Accepting applications, but no current openings)**

**Supervisor: Laura Guarino**

**DUTIES:** "This position includes a generous differential pay rate that it is over and above the regular rate of pay!" This Therapeutic Mentor position works with children and adolescent with mental health diagnosis and / or co-occurring disorders. The Community Action Team is a group of dynamic individuals that offer comprehensive wrap around services including nursing, case management, therapy and therapeutic mentoring. Individuals serving in this position function by assisting in maintaining and increasing independence through Psychological Rehabilitation. This service is intended to restore the individual's skill and abilities essential for independent living. This would include but is not limited to training, education, mentoring and support, based on individualized assessment of the skill deficit. Additionally, this position works closely with the clinician to assist the patient in reaching their therapeutic goals. If you have a passion for working with this population and want to assist with high risk individuals in being diverted from out of home placement, then this position may be right for you!

**QUALIFICATIONS:** Requires a HS Diploma or equivalent with a Recovery Peer Specialist certification by Florida Certification Board **OR** a Bachelor's of Arts degree in a human services major, such as psychology, social work, education or vocation rehabilitation from an accredited college or university. Must be proficient in Windows based computer operating system. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. Requires a valid driver's license, current auto insurance, a reliable vehicle and a good driving history. (4/16)

## FACILITIES

### **\*FACILITIES TECHNICIAN IV (1-FT)**

**Supervisor: Brian Uber**

**DUTIES:** Light carpentry, electrical, plumbing, patch and paint. General building maintenance.

**QUALIFICATIONS:** Requires High School Diploma or equivalent. (1) one year related experience required. Requires a valid driver's license, current auto insurance, a good driving record and a reliable vehicle. (11/13)

## HEALTH INFORMATION MANAGEMENT

### **\*HEALTH INFORMATION MANAGEMENT SUPPORT SPECIALIST II (2-FT)**

**Supervisor: Nanette Nabors**

**DUTIES:** Scan information into electronic records; process release of information request; process records for destruction.

**QUALIFICATIONS:** Requires a HS Diploma or equivalent and 6 months of related experience. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (5/28)(6/11)

## OUTPATIENT PSYCHIATRY

### **\*SUPPORT SPECIALIST III (1-FT)**

**Supervisor: Keri Riedel**

**DUTIES:** Responsible clerical / administrative position that assist in the development of departments and flow with consistent follow through of assigned tasks. Will greet clients, check-in, check-out, schedule appointments in person and on the phone, verify insurance coverage, collect fees and use proper cash handling procedures, answer telephone calls, copy, file, fax, process mail and other basic office functions, run reports and create and respond to e-mail in a timely manner.

**QUALIFICATIONS:** Requires an HS diploma or equivalent. One year or more of office experience with client contact. Excellent customer service, positive attitude, communication and organizational skills a must. Literacy in MS Word and Outlook. Must type 30 CWPM. Bi-lingual (English/Spanish) preferred. (3/19)

### **\*PSYCHIATRIST (FT or PT)**

**Supervisor: Dr. Adrienne Eisner**

**DUTIES:** Provide psychiatric services which reflect approved clinical standards of SalusCare in the assessment and treatment of patients. Prescribes medication in accordance with SalusCare formulary and effectively informs client and/or family and support system of potential side effects. Participates in treatment planning and case staffings as appropriate. Will attain competency with the company electronic medical record and use it effectively within the required time frames.

**QUALIFICATIONS:** Must be a graduate from an accredited medical school. Must have a clear/active FL medical license and an active DEA certificate. Board Certified in Psychiatry by the American Board of Psychiatry and Neurology preferred (Board Eligible required). Previous addictions or community mental health experience a plus.

## OUTPATIENT THERAPY

### **\*CLINICIAN III (1-FT Bilingual)**

**Supervisor: Laurie Johnson**

**DUTIES:** *"Help transform a dream of recovering strengths, self-worth, and hope of a better way of living into a reality..."* This position is an excellent opportunity for a bilingual (English – Spanish) with positive energy, a dynamic and flexible style, with a strong interest in learning and providing excellent clinical care in multiple outpatient settings and modalities. At SalusCare you will have the good fortune of working for a reputable, longstanding community resource for highest quality care for children, adolescents, families, and adults with symptoms of mental health, substance abuse and co-occurring diagnoses. This position is part of a team of over 20 dynamic and dedicated clinicians with an outstanding range of experience with dedication to the best possible patient care across multiple locations. Other benefits includes low, if any, cost health insurance coverage with multiple options, generous employer contribution to retirement, and earned time off that can equal up to 3 weeks in your first year, not including holidays.

**QUALIFICATIONS:** Master's degree or higher in a mental-health , substance abuse, co-occurring or social work program and a minimum of One (1) year of experience working with individuals with mental health, substance abuse and co-occurring disorders. Experience with co-occurring substance abuse preferred. Must be comfortable working with children, families and adults in multiple modalities and locations. May involve multiple locations. SalusCare also has an electronic medical record system that would need to be learned within the required timeframe. Must be fluent in Spanish and English. Must be able to document clearly and concisely from Spanish to English in the electronic medical records. (5/7)

## OUTPATIENT THERAPY

### **\*OUTPATIENT THERAPY MANAGER (1-FT)**

**Supervisor: Laurie Johnson**

**DUTIES: *Annual Salary has been increased!*** The Outpatient Therapy Manager is an exciting career opportunity to work with a creative, dynamic and exceptional clinical team at multiple locations. If you are innovative, committed and passionate about patient care; if you enjoy helping to facilitate change and increase levels of satisfaction and functioning for the people we serve in the mental health and substance abuse field; if you enjoy hard work in a fast-paced, fun, supportive, and performance-focused environment; and if it brings you a high level of satisfaction and joy to inspire a diverse group of 23 therapists or team mentors to grow and develop in their clinical expertise - this is an ideal position for you. SalusCare is a well-established, well-regarded, behavioral healthcare agency with an expansive service mix, rooted in the fiber of the Fort Myers, Lee County community. SalusCare is committed to obtaining and retaining the most talented professionals and offers a robust benefits package including fully paid or inexpensive health insurance benefits, 403B retirement savings plans with matching incentives and also an astonishing amount of paid time off.

**QUALIFICATIONS:** This position requires licensure as an LCSW or LMHC or Licensed Psychologist in the state of FL on a clear and active status. Requires five (5) years' of experience working with mental health, substance abuse and or co-occurring and two (2) years supervisory experience. The most efficacious candidate will also possess excellent customer service skills and have an upbeat positive attitude with exceptional communication and organizational skills to lead this dynamic, diverse and successful team. Literacy in MS Word, Outlook, and Excel are required for success in this position. If you are the right candidate for this exciting position, please apply online at [www.saluscareflorida.org/careers](http://www.saluscareflorida.org/careers). (5/21)

## THERAPEUTIC BEHAVIORAL ON-SITE SERVICES

### **\*DIRECTOR OF COMMUNITY CLINICAL SERVICES (1-FT)**

**Supervisor: Jessica Plazewski**

**DUTIES:** Responsible for supervision management of all functions related to the delivery of quality behavioral health services for Community Actions Team, Therapeutic Behavioral On-Site, and Felony Drug Court programs. This position will ensure initial and ongoing training and mentorship of supervisory staff, inclusive of ongoing demonstration of enthusiasm, and passion for the work delivered by the staff, programs and agency at large. Develops a "seamless" patient continuum that supports a co-occurring and best proactive model of care while proactively shepherd the blending of Community Services programs.

**QUALIFICATIONS:** Requires a Master's degree in a human service field with five (5) years of relevant direct care experience and two (2) years of supervisory experience (experience may be concurrent). Must have LMHC, LMFT or LCSW licensure. Requires a valid FL driver's license, a good driving record and current auto insurance. Must be proficient in Windows-based computer operating system. Requires ability to attain competency with the company electronic record and use it effectively within required timeframes. (6/4)

## **EVANS Campus**

## ACCESS

### **\*ACCESS CLINICAN II (1-FT)**

**Supervisor: Patricia Howard**

**DUTIES:** Looking for a candidate that's energetic with good listening skills to join this remarkable "family felt" working team. The perfect candidate will complete face to face intake screenings to make appropriate referrals inside/outside of the SalusCare agency. Communicate with collaterals, family and outside entities for collaborations of care.

**QUALIFICATIONS:** Requires a Bachelor's degree in a human service field from an accredited college or university and at least one (1) year experience conducting clinical assessments. DSM diagnosis preferred, but not required. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (6/18)

## DETOX (contd.)

### **\*CLINICIAN II/DISCHARGE PLANNER (1-PRN)**

**Supervisor: Elizabeth Garcia**

**DUTIES:** ***NO ongoing case load and NO driving required!!*** Intake and discharge planning activities for substance and co-occurring patients leaving the Detoxification unit/Acute Care Program. Will complete varying clinical assessments, provide psychosocial education individually and in groups, and will coordinate appropriate discharge plans with patients and their supports in the community.

**QUALIFICATIONS:** Requires a Bachelor's degree from an accredited university or college in social work, clinical psychology, counseling or a related human service field. CAP preferred. Requires one year of experience providing co-occurring mental health and substance abuse services. Bilingual (English/Spanish) preferred. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (4/2)

### **\*LPN or RN (1-PT 24hrs/wk. 7am-7pm Wednesday, Saturday and Sunday, PRN)**

**Supervisor: Janet Michael**

**DUTIES:** Our nurses are simply the best and we have the statistics to prove it! If you are an RN or LPN and feel that you have what it takes to make a difference in the lives of our patients we would love to hear from you. The nursing responsibilities on the adult detox unit include admission assessments, medication administration using CIWA and COWS protocols, patient education, and ongoing documentation of patient status using our EMR, and working as part of a multi-disciplinary team to achieve best patient outcomes. Our preference is to promote from within and our staff retention is high. Come and talk to us about our extensive benefit package and our newly revised pay scale and shift differential for night shift.

**QUALIFICATIONS:** Requires a valid Florida RN **OR** LPN Licensure and Nursing Degree. Basic computer skills and good communication skills required. Previous detoxification experience and knowledge of substance abuse treatment modalities preferred. Requires the ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (6/4)

### **\*SUPPORT SPECIALIST III (1-PRN)**

**Supervisor: Janet Michael**

**DUTIES:** Answer phones and greets visitors professionally. Runs reports, typing, filing and scheduling patient admissions and discharges using agency software.

**QUALIFICATIONS:** Requires a HS Diploma or equivalent. Requires One 1 year of medical office experience required. Must have the ability to communicate both in writing and verbally. Proficient in Word, Excel and Outlook. Prefer knowledge of co-occurring disorders. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (10/16)

## **COLONIAL Campus**

### CRISIS STABILIZATION UNITS

**\*ACUTE CARE RN OR LPN (1-FT 32hrs/wk. 1-FT 32hrs/wk. (Wed, 3pm-11pm, Sat, 9am-9pm, Sun, 7am-7pm), 3rd shift 1-PT 24hrs/wk. (Sat & Sundays 7am-7pm) 2-PRN)**

**Supervisor: Courtney Brown**

**DUTIES:** Are you looking to make a difference in the lives of your patients? Is helping your patient to achieve positive outcomes at discharge important to you? Does working with a staff of dedicated employees and some of the best nurses in Lee County sound appealing to you? If so then your employment search may have just ended. We are looking for an RN **OR** LPN to work on our adult crisis units as part of a multi-disciplinary team, providing nursing care, documentation of nursing care and behavioral observation using our EMR, completing nursing assessments, and medication administration. Our preference is to promote from within and our staff retention is high. Come and talk to us about our extensive benefit package and our newly revised pay scale and shift differential for night shift

**QUALIFICATIONS:** Requires a valid Florida RN OR LPN Licensure and Nursing Degree. Basic computer skills and good communication skills required. Previous detoxification experience and knowledge of substance abuse treatment modalities preferred. Requires the ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (11/20)(01/17)(6/4)

## CRISIS STABILIZATION UNITS (contd.)

### **\*CLINICIAN II/DISCHARGE PLANNER (1-FT Four 10 hour days: Thursday, Friday, Saturday & Sunday, 1-PRN)**

**Supervisor: Elizabeth Garcia**

**DUTIES:** ***NO ongoing case load and NO driving required!!*** Discharge Clinicians work very closely with an interdisciplinary team of Physicians and Nurses to establish a plan for continuity of care preparing patients to be discharged from the Crisis Stabilization Unit. Plans may include conducting family sessions, identifying supports, and linkage to outpatient mental health/substance abuse service in effort to assist a patient in maintaining stability in their own community.

**QUALIFICATIONS:** Requires a BA/BS in a human services field from an accredited university or college. One year of experience in the behavioral health field. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (3/12)(4/23)

### **\*INPATIENT PSYCHIATRIST (FT Preferred)**

**Supervisor: Dr. Kenneth Carter**

**DUTIES:** Acute Care Psychiatrists perform psychiatric evaluations in acute care settings with an emphasis on the child & adolescent population. They perform medication management, provide consultation, second opinions, and appear in mental health hearings as needed. At the discretion of the Chief Medical Officer and according to census and established medical need for services, Psychiatrists may be assigned to CCSU, Adult CSU, or Emergency Services.

**QUALIFICATIONS:** Must be a graduate from an accredited medical school. Must be Board Eligible in Psychiatry by the American Board of Psychiatry & Neurology (Board Certified preferred). Requires 5 years' post-residency work experience and a demonstrated interest in treating the acute care and child/adolescent population. Must have an active and clear FL medical license and an active DEA certificate. Previous addictions or community mental health experience a plus.

### **\*SENIOR ACUTE CARE CLINICIAN (1-FT)**

**Supervisor: Elizabeth Garcia**

**DUTIES:** Provides leadership to peers in regards to clinical direction on assessment and discharge planning strategies. Supports the Acute Clinical Team by providing team trainings, peer reviews, staff scheduling, and running various reports. Assists the team in maintaining compliance with ongoing trainings and documentation standards. The successful candidate will be able to manage their time efficiently, be able to provide leadership to peers in high stress situations, while also displaying critical thinking skills.

**QUALIFICATIONS:** Requires a BA/BS degree from an accredited university or college in social work, psychology, counseling or related human service field. Must have two (2) years of experience in a behavioral health setting. Co-occurring and Leadership experience preferred. Ability to effectively communicate and lead peers on clinical issues. Computer skills in Window operating system required. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (Master's degree and CAP licensure preferred, but not required.) (6/18)

### **\*SUPPORT SPECIALIST III (1-PT 20hrs/wk. FLEXIBLE)**

**Supervisor: Sue Terry**

**DUTIES:** Provide varied secretarial & programming support for CSU's, including data entry, admission/discharge information, census, billing, filing, copying, faxing, routing mail and all functions related to clinical records (EMR), including chart auditing and processing. Prepare daily, weekly and monthly reports. Process purchasing and maintenance requests, monthly quality reviews. Supply Unit galleys and office supplies, as needed.

**QUALIFICATIONS:** Requires an HS diploma or equivalent. At least One (1) year related experience. Must type 30 CWPM and use MS Word effectively. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (10/16)

## EMERGENCY SERVICES

### **\*ACUTE CARE CLINICIAN (1-FT)**

**Supervisor: Elizabeth Garcia**

**DUTIES:** This highly position will demonstrate clinical excellence to both children and adult co-occurring populations by providing various voluntary and involuntary assessments, triaging patient's needs, incident reporting, data collection, outcomes, discharge planning, and risk management across all Acute Care programs. This Acute Care Clinician will primarily be based in the ACSU program and will be crossed-trained to effectively assist with coverage as needed in the CCSU/JARF, ES and Detox programs.

**QUALIFICATIONS:** Requires a Bachelor's degree from an accredited college or university in social work, clinical psychology, counseling, or related field with at least 2 years' experience in a behavioral health setting. ***\*Must have completed at least 1 year of required years as a Clinician at Saluscare.*** Must have excellent multitasking and communication skills to successfully provide high quality co-occurring clinical services across varying programs in multiple locations. Requires a valid FL driver's license with a good driving record, and current auto insurance. CAP certification preferred, but not required. (6/18)

### **\*ES CLINICIAN II (1-FT, 1-PRN)**

**Supervisor: Elizabeth Garcia**

**DUTIES:** NO ongoing case load and NO driving required!! Emergency Service Clinicians will conduct mental health and substance abuse clinical assessments in the Emergency Service department including psychosocial, diagnostic reviews, and general triaging of patient emergent needs. Emergency Service Clinicians provides assessments services to children as well as adults. Good understanding of DSM diagnosis preferred. Emergency Services Clinicians formulate treatment plans and outcomes for the state and will utilize an electronic medical record.

**QUALIFICATIONS:** Requires a BA/BS in a human services field from an accredited university or college in social work, psychology, counseling or related field. Must have one (1) year of experience providing direct care services in a behavioral health setting. Co-occurring experience preferred. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (10/02)(6/18)

### **\*INTAKE SPECIALIST (3<sup>rd</sup> shift, 1-FT, 2-PRN)**

**Supervisor: Kristi Taylor**

**DUTIES:** Provide intake triage of individuals presenting at the Emergency Services department. Assist with accurate preparation of charts and other forms of documentation utilized in the Emergency Services department. Demonstrate willingness to perform other relevant duties as assigned by the supervisor.

**QUALIFICATIONS:** Requires a HS diploma/equivalent and one year clerical or direct-care experience in a health/human services field OR an AA/AS degree in a human services field from an accredited college/university OR completion of the equivalent of 60 semester/credit hours towards a BA/BS degree in a human services field from an accredited college/university. Requires ability to type 30WPM and knowledge of basic computer software Systems. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. (4/2)(5/14)

## FOOD SERVICES

### **\*COOK'S ASSISTANT (1-FT)**

**Supervisor: Richard Dorber**

**DUTIES:** Must keep kitchen clean and safe, cook and serve patients and staff member's meals. Will maintain logs, communicate, understand and respect cultural diversity, follow menus, maintains staff development and other duties as assigned by supervisor.

**QUALIFICATIONS:** Requires a HS diploma/equivalent. Ability to read, write and speak English. One year kitchen experience. Must have a Food Handler Certification or successfully obtain within 90 days of hire. Requires a valid FL driver's license with a good driving record, and current auto insurance. (3/5)(Updated (5/21)

### **\*DIETARY AIDE (1-FT)**

**Supervisor: Richard Dorber**

**DUTIES:** Maintain kitchen safety by keeping floors clean, washing dishes, and assist with tray line. Delivery of bulk food carts to SalusCare campus and courier service between campuses, if applicable demonstrate an understanding and respect for cultural competence and sensitivity when interacting with consumers of SalusCare services.

**QUALIFICATIONS:** Requires a HS diploma or equivalent, kitchen or food services experience preferred. Requires a valid FL driver's license with a good driving record, and current auto insurance. (2/26)

## TECHNICIANS DEPARTMENT

### **\*BEHAVIORAL HEALTH TECHNICIAN II**

**Supervisor: Brian Eger ACSU/CCSU:**

**1<sup>st</sup> shift**, 1-PT 24hrs/wk. (Friday, Sat, Sunday) **shift**, **2<sup>nd</sup> shift**, 1-FT 32hrs/wk. (Saturdays-Tuesdays) **3<sup>rd</sup> shift**, 1-FT (Sunday-Thursday) PRN

**Supervisor: Tabatha Davis DETOX:**

PRN

**Supervisor: Vanessa Jones-Styles TLC:**

**2<sup>nd</sup> shift**, 1-PT 24hrs/wk. (Friday, Saturday, Sunday) PRN

**Supervisor: Morgan Scurry VSC: 2<sup>nd</sup> shift**, 1- FT 32hrs/wk. (Wednesday-Saturday), PRN

**DUTIES:** Work on a team of passionate behavioral health technicians making a difference in the lives of adults and children every day. Ensure safety of all patients and staff members by working as a team, carefully monitoring patients, and using verbal de-escalation skills. Effectively engage patients while facilitating recreation and leisure groups, transporting patients (short and long distances), and observing medications on residential campuses. Provide quality care with long-term impacts by assisting patients with activities of daily living, encouraging social recreation, and initiating behavior modification. This position works on various campus locations ensuring exceptional and compassionate care is provided at all times.

**QUALIFICATION:** Requires a HS diploma/equivalent and either 1-yr direct-care experience in a human services field OR the successful completion of the equivalent of 30 semester/credit hours towards an undergraduate degree. Must have general knowledge of co-occurring disorders in order to best serve both target populations (substance abuse and mental health). Must be comfortable working with children and adults and to use verbal and physical interventions (as a last resort) to manage aggression. Requires a valid FL driver's license with a good driving record and current auto insurance.

## **DIETICIAN (Independent Contractor)**

**DIETICIAN** (*hours vary*)

**Supervisor:** Richard Dorber

**DUTIES:** State Certified Registered Dietician will sign off on master menu quarterly. Teach nutrition class at the Transitional Living Center two times per month. Be available for consultation for special diets and supply leadership to Director of Food Service.

**QUALIFICATIONS:** Maintain appropriate clear and active licensure to qualify as a Registered Dietician in Florida. Must be able to give nutritional classes, and demonstrate understanding of the CARF and regulatory standards. Follow HIPAA rules and regulations. Consistently demonstrates best co-occurring practice standards.