



Community Empowerment Association, Inc.

400 N. Lexington Avenue, Bldg 500
Pittsburgh, PA 15208

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www.ceapittsburgh.org

JOB ANNOUNCEMENT

Title: Behavioral Health Specialist
Salary: Commensurate with experience
Area: Therapeutic Support
Status: Full-Time
Submit: Resume & References to above address or email: gbeckom@ceapittsburgh.org

Job Summary

The Behavioral Health Specialist is responsible for monitoring the day to day interaction among therapists, milieu therapists, workshop facilitators related to consultative/education, and case management services in family and group settings to children, adolescents and family participants at Community Empowerment Association, Inc. The Behavioral Health Specialist is also responsible for adhering to the goal of the program which is to empower and enhance community and social functioning of members of the African American community who are underserved and hesitant to engage in traditional mental health treatment services by providing (1) culturally specific, accessible community based and in-home evaluation and treatment, and (2) assistance to clients, building/strengthening community supports through referral and linkages to family, significant others, community resources, faith-based organizations, etc.

Responsibilities include, but are not limited to:

- Monitor the completion and documentation of treatment plans which define the goals, specific outcomes, and time-frames for treatment as well as the documentation of case notes to insure they are completed in a timely manner, and are reflective of the goals and objectives of services to be rendered
- Monitor the completion of Service Activity Logs (SALs) to demonstrate task completion, productivity, as well as to ensure fair and accurate data collection for billing, the Management Information System and other purposes in accordance with agency policies and procedures
- Conduct periodic file reviews to insure that all Therapeutic Support files are in compliance with funder's guidelines
- Attend and participate in CEA cultural enrichment and educational activities
- Insure participation of families (on caseload) in CEA cultural enrichment and educational activities
- Attend CEA staff meetings

- Attend and participate in Therapeutic Support Team meetings
- Comply with timeliness of record keeping in accordance with agency policies and procedures
- Comply with CEA policies and procedures as related to the Therapeutic Support manual
- Complete daily sign-in sheet, time off requests, travel expense reports, weekly reports, staff development requests, employee self-evaluations, etc. accurately and efficiently in accordance with agency policies and procedures
- Participate in daytime and after-hour emergency services as assigned
- Complete necessary paperwork accurately and efficiently in accordance with agency policies and procedures
- Adhere to any additions or changes to duties as determined by Program Manager and/or ED's office

Job Expectations

- Demonstrated knowledge of documentation guidelines from DHS and Allegheny County funding streams
- Knowledge of the needs of youth with serious emotional disturbances and their families
- Experienced in providing supervision to Therapeutic Support Staff
- Ability to work effectively with groups of children, adolescents, and families
- Ability to operate in a multidisciplinary team atmosphere
- Ability to maintain weekly schedule in CEA's Outlook calendar software
- Knowledge of current treatment techniques of various targeted populations
- Knowledge of and experience with brief models of individual, family, and group psychotherapy techniques
- Demonstrated sensitivity to cultural and systemic issues facing CEA's target population
- Willingness to work flexible hours and evenings as required by CEA Executive Office
- Willingness to travel on behalf of agency business and use personal vehicle as necessary
- Willingness to travel and work in client's home, community and school setting

Requirements

- Masters degree in social work or related discipline with 5+ years experience preferred
- Act 33-34, FBI Clearances
- Valid Driver's license with a good driving record

The above statements are intended to describe the general nature of work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.