

Job Announcement

Please be advised that an opening exists in the following job classification, to be filled immediately. Job descriptions and standards of performance may be reviewed in the Human Resources Office.

Position: LPC/Admissions Specialist
Working Dept: Intake/Admissions
Hours: Full time—8 AM to 5 PM
Salary: DOEE&Q
Position #: TBD

General Description:

Position is under the general supervision of the Admissions Director. Duties include the diagnostic assessment of individuals presenting for intake, gathering and organization of client history for the intake process, timely completion of the intake process and paperwork, and assignment of individual to case management services. This position requires diagnostic assessment skills, professionalism, and excellent time management ability. The applicant should have good oral and written communication skills and the ability to coordinate services to ensure the individual's needs are met. Computer skills are required. Work requires comprehensive assessments and frequent in-person contact with individuals, families and service providers. Requirements are to complete necessary paperwork and documentation in a timely manner for above responsibilities.

Work requires aggressive focus, attention to detail, timeliness, and appropriate interaction. Incumbent must be able to lift in excess of 45 pounds. The work environment is such as to require sitting, walking, lifting, bending, and the full range of physical and mental activities normally associated with care giving. Prefer experience working with individuals with mental disabilities. This position may require the use of a center vehicle.

Qualifications:

Master's degree from an accredited college or university with a major in counseling or, psychology and licensure as a Licensed Professional Counselor in Texas. Experience working with people experiencing mental health symptoms is preferred. Employee must also meet Qualified Mental Health Professional (QMHP) requirements. Professionalism in dealing with community officials and resources a must with good oral and written communication skills. Computer skills essential. Must be able to work in stressful situations. Position requires travel within a seven county area while on call. A valid Texas Driver's License with driving record to comply with CFLR is essential. If selected for this position, employee must give CFLR authorization to request copy of driving record as well as all required prescreens and background checks. Must be able to satisfactorily complete required staff development training.

The Center for Life Resources prefers its applicants live in or are willing to move to the 7 county catchment area within 90 days of their hire date. Our catchment area includes the counties of Brown, Eastland, Coleman, Comanche, San Saba, Mills and McCulloch.

Any employee desiring to transfer into this position should complete and In-House (blue) Employment Application and return it to the HR office. This posting will remain open until filled. EOE

xc: Departmental Supervisors
Out-county Offices

Human Resources Officer