

## **JOB VACANCY LISTING for September 08, 2008**

APPLICATIONS/RESUMES CAN BE DROPPED OFF IN THE HUMAN RESOURCES OFFICE 8:00 AM - 4:30 PM MONDAY - FRIDAY: 2789 ORTIZ AVE, FT. MYERS FL 33905 OR FAX YOUR APPLICATION/RESUME TO: 418-0094 OR EMAIL [resume@leementalhealth.org](mailto:resume@leementalhealth.org). LEE MENTAL HEALTH CENTER, INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORKPLACE. WE ENCOURAGE BI-LINGUAL APPLICANTS. Funded in part through contracts with the State of Florida: Dept. of Children and Families, by the Lee County Bd. of County Commissioners and the United Way of Lee County.

### **Ruth Cooper Center**

#### **TARGETED CASE MANAGEMENT**

##### **\*CHILDREN'S TARGETED CASE MANAGER – (1 F/T)**

**Supervisor: Beth Chilcoat**

**DUTIES:** Will provide targeted case management services to children & youth in need of coordinated community-based mental health services in order to avert more restrictive treatment.

**QUALIFICATIONS:** Requires a BA/BS degree in a human services field & 1 year of experience working with children with severe emotional disturbances. Must have a valid driver's license with a good driving record, a reliable vehicle & valid car insurance.

#### **OUTPATIENT THERAPY**

##### **\*SUPPORT SPECIALIST III – (1 F/T)**

**Supervisor: Stacey Cook-Hawk**

**DUTIES:** Will be responsible for scheduling appointments, maintaining therapist caseload database, filing, running reports, and tracking caseloads. Will help with assisting in decreasing no shows & cancellations and provide high quality customer service.

**QUALIFICATIONS:** Requires a H.S. diploma or equivalent & 1 year of experience working in a medical office environment. Must be proficient in Microsoft Word & Excel & must be able to type 30 CWPM. Client contact & insurance verification experience preferred.

#### **FACILITIES**

##### **\*MAINTENANCE/FACILITIES TECHNICIAN – (1 F/T)-TEMPORARY**

**Supervisor: Phyllis Gamm**

**DUTIES:** Will perform various skilled & semi-skilled tasks according to the restoration practices for maintenance or buildings – particularly in the areas of carpentry, plumbing, & minor electrical.

**QUALIFICATIONS:** A H.S. diploma or equivalent and 1 year of experience preferred. Must be able to read, write, & speak English, have a valid driver's license with a good driving record, a reliable vehicle & valid car insurance.

#### **BILLING**

##### **\*A/R SPECIALIST – (1 F/T)**

**Supervisor: Debora Reed**

**DUTIES:** Will process billings for assigned pay sources; collection agency,; and process value options encounters.

**QUALIFICATIONS:** Requires a H.S. diploma or equivalent & 6 months of previous experience – preferably in a medical setting. Must be able to type 30 CWPM.

## SPECIALIZED THERAPEUTIC FOSTER CARE

### **\*CLINICIAN III – (1 F/T)**

**Supervisor: Victor Gaines**

**DUTIES:** Will provide Medicaid standard's therapeutic counseling for therapeutic foster children, maintain records, and work with and supervise therapeutic foster parents to ensure treatment goals & objectives are being worked on. Will provide training for therapeutic foster parents & will work with local & state agencies to coordinate best possible care for children.

**QUALIFICATIONS:** Requires a MA/MS degree in a human services field. Non-licensed individuals must have at least 5 yrs. of experience working with children & families who are victims of abuse/neglect **or** have been adjudicated delinquent/committed, & are emotionally disturbed **AND** 2 yrs. of experience working with foster parents. Must have basic computer skills, a valid driver's license with a good driving record, and active car insurance.

## **VISTA**

### CRISIS STABILIZATION UNITS

#### **\*NURSE MANAGER – (1 F/T)**

**Supervisor: Karla Morgan**

**DUTIES:** Will be responsible for supervision of functions related to the delivery of quality nursing care & behavioral health services for the Emergency Services, Adult Crisis Stabilization Unit, & Children's Crisis Stabilization Unit/Addiction Receiving Facility. These functions include accurately reporting on processes and progress, serving as a positive role model to subordinates, & contributing toward effective achievement of organizational objectives.

**QUALIFICATIONS:** Requires an RN diploma or an AA/AS degree, a valid FL nursing license, 5 years of experience in a health/human services field, & 2 years of supervisory experience. A BA/BS degree in Nursing/Health/Human services field *preferred*. Excellent communication & basic computer skills required.

#### **\*RN's – (1 P/T (16 hrs/wk) & 1 PRN-flexible scheduling)**

**Supervisor: Karla Morgan**

**DUTIES:** Will act as charge nurse on adult Crisis Stabilization Unit and provide nursing assessments for individuals receiving emergency services. Will document nursing care and behavioral observations, ensure safe environment, and consult with on-call psychiatrist. Must have good communication skills.

**QUALIFICATIONS:** Requires a valid FL nursing license, an A.A. degree in nursing, and knowledge of mental health and substance abuse.

#### **\*LPN - (1 PT, 24 hrs/wk-2 Weekend Shifts)**

**Supervisor: Karla Morgan**

**DUTIES:** Will provide nursing care including nursing observations & medication administration. Will consult with charge nurse in emergency situations, interact with clients on an individual & group basis, and ensure health & safety of all clients. Will document in Anasazi nursing care & behaviors observation.

**QUALIFICATIONS:** Requires an LPN Certificate in nursing & a valid FL nursing license. Knowledge of mental health & substance abuse preferred. Good communication skills & basic computer skills required.

#### **\*INPATIENT PSYCHIATRIST-- (F/T Preferred)**

**Supervisor: Dr. Krouk**

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

**QUALIFICATIONS:** Must be a graduate from an accredited medical school. Must, at a minimum, be Board Certified in General Psychiatry with 5 years post residency training and a special interest in acute care and child adolescent population. (Board Certified Child Psychiatrist preferred). Must have an active & clear FL medical license and an active DEA certificate. Previous addictions or community mental health experience a plus!

## CRISIS STABILIZATION UNITS CONT.

### **\*PHYSICIAN ASSISTANT – (1 PRN)**

**Supervisor: Dr. Krouk**

**DUTIES:** Will independently obtain health histories and perform physical assessments on a selected client population. Will provide treatment recommendations, initiation of treatment & referrals for medical care as appropriate. Will conduct evaluation of medical conditions & health management follow-up visits; evaluate responses to treatments & responds with appropriate interventions. Will maintain appropriate protocols; participate in regular supervision with protocol physician(s). Will prescribe medication & inform client and/or family & support system of risks/benefits and potential side effects.

**QUALIFICATIONS:** Requires Physician Assistant licensure in Florida, graduate of APAP Accredited Program and a current NCCPA Certification. Must possess or be willing to acquire a valid prescribing number. Two years of experience directly related to the specified duties & responsibilities. Must have good interpersonal communication skills & basic computer competency. Previous addictions or community mental health experience is a plus.

### **\*CLINICIAN II – (1 F/T)**

**Supervisor: Tina Tracy**

**DUTIES:** Will provide discharge planning services to clients being discharged from the CSU. Will formulate treatment plans & individual discharge plans using interdisciplinary treatment team format. Will collaborate with other agencies as well as family member and maintain compliance of charts & staff development.

**QUALIFICATIONS:** Requires a BA/BS degree in a human services field and 1 year of counseling or related experience in a behavioral healthcare setting. Requires basic computer skills.

### **\*BEHAVIORAL HEALTH TECHNICIAN – (2 F/T & 1 P/T)**

**Supervisor: Technician Supervisors**

**DUTIES:** Interacts with clients and assists them with activities of daily living, social recreation, & program activities. Supervises clients during meals & snacks, maintains client and unit safety, monitors client behavior, assists with admission and discharge process, communicates appropriately with all staff.

**QUALIFICATIONS:** Requires a H.S. diploma/equivalent and either 1 year of 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 a valid driver's license with a good driving record & valid car insurance.

## EMERGENCY SERVICES

### **\*CLINICIAN II – (1 F/T)**

**Supervisor: Jennifer Tucker**

**DUTIES:** Will provide mental health assessments & document results of observations in the electronic record, show cultural competency/sensitivity in interacting with clients, obtain preauthorization for insurance, ensure availability to assist with 24/7 staffing needs, maintain mandatory staff development requirements, respond to all incoming phone calls, maintain a written & electronic record of persons accessing emergency services.

**QUALIFICATIONS:** Requires a BA/BS degree in a human services field and 1 year of experience in a mental health related field. Requires basic computer skills.

### **\*INTAKE SPECIALIST – (3 P/T)**

**Supervisor: Jennifer Tucker**

**DUTIES:** Will provide intake triage of individuals presenting in Emergency Services department, inventory all personal items, perform body searches, obtain & record vital signs, gather demographic information and enter into electronic record. Will monitor individuals for safety & record observation, maintain staff development requirements, respond to all incoming calls, verify & assist with pre-certification of insurance, and maintain a written and electronic log of persons accessing services. Will prepare charts, show cultural competency/sensitivity in interacting with clients, and demonstrate willingness to assist with 24/7 staffing needs.

**QUALIFICATIONS:** Requires a HS diploma or equivalent and 1 year of clerical (Clerical experience *must* also be in a human services field) **or** direct care experience in a human services field; **or** an AA/AS degree in a human services field; **or** completion of the equivalent of 60 semester/credit hours towards a BA/BS degree in a human services field. Must be able to type 30 correct WPM and have knowledge of basic computer software systems. Must have a valid driver's license with a good driving record & valid car insurance.

## OUTPATIENT MEDICAL SERVICES

### **\*ADULT PSYCHIATRISTS – (F/T or P/T)**

**Supervisor: Dr. Krouk**

**DUTIES:** Will provide psychiatric evaluations; perform medication management & second opinions. Additional compensation provided when participating in rotating inpatient on-call duty & rounds.

**QUALIFICATIONS:** Must be Board Certified or eligible in Psychiatry. Must be graduate of an accredited medical school. Must have an active and clear FL medical license and an active DEA certificate. Previous addictions or community mental health experience a plus!

### **\*CHILD & ADOLESCENT PSYCHIATRISTS – (F/T or P/T)**

**Supervisor: Dr. Krouk**

**DUTIES:** Will provide psychiatric evaluations; perform medication management & second opinions. Additional compensation provided when participating in rotating inpatient on-call duty & rounds.

**QUALIFICATIONS:** Must be graduate of an accredited medical school. Must have an active and clear FL medical license and an active DEA certificate. Must be Board Certified or eligible in Child & Adolescent Psychiatry. Previous addictions or community mental health experience a plus!

### **\*ADVANCED REGISTERED NURSE PRACTITIONERS**

**Supervisor: Dr. Krouk**

**DUTIES:** Will work directly (with Medical Director Supervision) providing outpatient mental health services to persons at VISTA; psychiatric assessments, medication management, psycho-educational re: medication, referrals to appropriate services within LMHC.

**QUALIFICATIONS:** Master's prepared nurse clinician with a clear/active FL License & special training in mental health services for children, adolescents, family, and adults.

### **\*LPN - (1 F/T)**

**Supervisor: Patti Heinrich**

**DUTIES:** Will provide nursing care to mental health clients in an outpatient medical setting. Will function as a team member in treatment planning & care delivery of children, adolescents, & adult outpatient population.

**QUALIFICATIONS:** Requires a valid FL LPN Certificate in nursing, a valid FL nursing license with 1 year of experience. Mental health/substance abuse treatment setting experience preferred. Basic computer skills required.