



Position Vacancy Announcement

Posted April 21, 2010

www.apalacheecenter.org/PosAvail.htm
www.apalacheecenter.org/Application.pdf

OPS Admission/Discharge Coordinator - #1539

Location

Evaluations & Admissions, 2634 Capital Circle NE, Tallahassee, FL 32308

Qualifications

- Bachelor's degree from accredited university or college with a major in counseling, social work, psychology, or other related human services field.
- One (1) year of full-time experience working with the severely and persistently mentally ill population; or
- Ability to work a minimum of six (6) shifts per month.

Requirements

- Current and valid driver's license with no more than six (6) points.
- All Apalachee Center, Inc. employees are required to undergo a criminal background check, Department of Motor Vehicles check, employment references check, and drug screening.

Description

- Shifts are variable, and are either 7:30am to 8:00pm, or 7:30pm to 8:00am.
- Coordinate/complete clinical and administrative paperwork related to client movement through the system.
- Provide case management services including connecting client to needed community resources.
- Provide individual and group supportive counseling/therapy.

How to Apply

Submit or mail a completed Apalachee Center Employment Application to:

Human Resources Department
2634-J Capital Circle NE
Tallahassee, FL 32308

Faxed applications are not accepted. Resumes, CVs, or other supplemental materials are not accepted in place of a completed Employment Application, but may be submitted in addition to a completed application.

Please notify the Human Resources Department in advance if you require special disability accommodations to participate in the employment process.