



OPS Admission Discharge Coordinator II - #2203

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 experience in a mental health related field.
- Inpatient psychiatric experience preferred.

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

- Shift is Monday - Friday, 8:00 a.m. - 4:30 p.m.
- Coordinate/complete clinical and administrative paperwork related to client movement through the system.
- Provide case management services including coordinating and linking client to needed community services.

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 and/or copied 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.