

SAP Liaison/BSU Coordinator – Full-Time Position

Center for Community Resources

Butler, PA

Virtual Interviews can be requested!

Want to work for an agency that has been voted Best Places to Work in Western PA for 8 Consecutive years?

Position Summary:

Provide support and professional consultation to assigned school districts in Butler County, through CORE Team meetings, screenings, presentations, groups, crisis intervention and postvention services. The position will also assist Butler County residents to be connected to resources that include mental health treatment, housing, and local food resources. Residents will be referred by the school, calling into the I&R line and/or identified during an outreach event.

Essential Functions:

- Provide consultation and intervention (pre-assessment, referral, crisis assessments, consultation, postvention, and follow-up services) in active participation with the Student Assistance Program Core Teams in the Butler School Districts per assignments.
- Coordinate and conduct prevention and education programs through classroom presentations, curriculum-based groups, in-services, and parent education forums to the schools and other host settings.
- Assist in establishing and implementing ongoing marketing strategies to create awareness for existing and developing (County contractual) services.
- Collect, organize, and enter data as per reporting requirements.
- Determinates of Health assessments and mental health assessments.
- Develop a comprehensive treatment program for persons determined to be in need of service.
- Ensure continuity of the services for the consumer and coordinate the services received.
- Complete all reports, documentation, and data entry in a timely and accurate fashion.
- Maintain utilization requirements.
- Provide follow up to identified consumers.
- Must maintain strict confidentiality and be able to exercise sound judgement, be well organized and follow precise timelines
- Computer competency, excellent organizational and program development, and Outstanding presentation skills.
- Ability to interact with people of all constituent groups.
- Have excellent written and verbal communication skills.
- Other duties as assigned to support the mission of the agency.

This position is Monday – Friday, daylight. Occasional evenings and weekend. No holidays. Travel to community sites, agencies, and schools. Company vehicle available or mileage reimbursement.

The salary range is \$33,500-\$35,000. Depending on experience and education.

Qualifications:

Bachelor's Degree in health education, human services, or related field AND one year experience in MH/MR, D&A services and/or education field. ACT 33/34 and FBI clearances, valid driver's license and proof of car insurance coverage must be provided prior to hire. EOE/ADA.

Benefits:

- Health Insurance
- Employee Only: \$23.42/per pay
- Employee & Children: \$58.88/per pay
- Employee & Spouse: 78.32/per pay
- Full Family: \$81.65/per pay
- FREE Dental & Vision
- FSA – Flexible Spending Account
- 403b Retirement Plan with Employer match up to 6%
- Earn up to 20 days paid time off in the first year!
- 7 Paid Holidays
- Tuition Reimbursement
- Short-Term Disability
- Life Insurance
- Supplemental Benefits
- Accident
- Critical Illness
- Buy-Up STD

· **Voluntary Life and AD&D Insurance**

· **Employee Assistance Program (EAP)**