Forensic Liaison – Full-Time Position

Center for Community Resources

Clarion, PA

1 Position

WANT TO WORK FOR AN AGENCY THAT’S BEEN VOTED BEST PLACES TO WORK FOR 8 CONSECUTIVE YEARS WITH COMPETITIVE BENEFITS AND SALARY?

Position Summary:

Maintain collaboration with consumers in various inpatient, State, or local facilities to ensure collaborative planning and coordination of services occurs. Support consumers eligible for Base Service Unit services and mental health crisis intervention services under the DPW Title 55 Pa Code.

Essential Functions:

· Complete and process timely intakes for consumers accessing the base service unit and ensure referrals are made.

· Coordinate with local hospital staff, State Hospital staff, local psychiatric facilities and County Correctional facility to ensure collaborative planning and that consumers are connected to services in a timely manner.

· Complete all reports, documentation, and data entry in a timely and accurate fashion.

· Provide daytime mental health crisis intervention coverage on a rotating schedule.

· Computer competency with the ability to learn agency software.

· Ability to interact with people of all constituent groups.

· Able to exercise sound judgment. Be well organized, have excellent verbal and written communication skills. Take initiative, be flexible and cooperative.

· Maintain strict confidentiality.
· Other duties as assigned to fulfill the mission of the agency.

**Daylight, Monday-Friday hours. No evenings, weekends, or holidays. Some flex schedule but spends majority of time in community!! Travel to surrounding area required. Mileage reimbursement is available at the state set rate!**

The starting rate is $17.93/hour but may start higher depending on experience and education.

**Qualifications:**

Bachelor’s degree in Human Services or related field. One year experience in MH Case Management or in the mental health field. Knowledge of D&A, POMS, Clarion County Community Resources preferred.

Valid driver’s license, proof of auto insurance, Act 33/34 and FBI clearances will be required. Individuals who have accessed human services are encouraged to apply.

**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)

Job Type: Full-time