Student Assistance Program (SAP) – Full-Time Position

Center for Community Resources

Washington, 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:**

Center for Community Resources is currently seeking professional and self-motivated Student Assistance Program Liaisons to serve Washington County School Districts.

*This 10-month position is for the school year calendar months.*

CCR’s mission is connecting people to services. Here, you’ll appreciate the support and camaraderie of a local team as you provide the community with care and support that will improve their mental health and well-being.

This position is Daylight – 7 a.m. to 3 p.m., Monday-Friday hours and No Weekends. Want a summer break? This position does not work from mid-June through mid-August!! Mileage reimbursement is available at the state set rate!

**Essential Functions:**

- Provide support and professional consultation to assigned school districts in Washington County. Schools may include Cyber, Charter and Private schools
- Attend CORE Team meetings, provide resources and information on available supports
- Complete mental health screenings with referred students
- Provide post-vention services
- 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
- Collect, organize and enter data as per reporting requirements
- Complete all reports, documentation and data entry in a timely and accurate fashion
- Be well organized, excellent verbal, written communication and presentation skills, take initiative, be flexible and confidential
- Other duties as assigned to support the mission of the agency

**Qualifications:**

Bachelor Degree in Human Services or related field with one-year experience in the education, mental health or substance abuse field. Computer competency with the ability to learn agency software. Familiar with community resources a plus.

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)