



## JOB VACANCY LISTING as of SEPTEMBER 5, 2010

### A COMPLETED EMPLOYMENT APPLICATION IS *REQUIRED* FOR CONSIDERATION

A résumé may accompany an application but will not be accepted as a substitute. Applications are available in the Human Resources Office, located in Building “A” of our Ruth Cooper Campus, at 2789 Ortiz Avenue, Ft. Myers, FL 33905 (Office hours: 8:00 AM-4:30 PM, Monday-Friday) OR by visiting our company website: [www.leementalhealth.org](http://www.leementalhealth.org)

Completed applications may be submitted via E-MAIL: [apply@leementalhealth.org](mailto:apply@leementalhealth.org) IN PERSON: Between 8:00 AM-4:30 PM, Monday-Friday in Human Resources FAX: (239) 418-0094 or via POSTAL MAIL: Human Resources, Lee Mental Health Center, Inc., 2789 Ortiz Avenue, Ft. Myers FL 33905

LEE MENTAL HEALTH CENTER IS AN EQUAL OPPORTUNITY EMPLOYER AND  
A DRUG-FREE & TOBACCO-FREE WORKPLACE.  
BI-LINGUAL APPLICANTS ARE ENCOURAGED TO APPLY.

We are a United Way Partner agency funded in part through contracts with the State of Florida’s Dept. of Children and Families, the Lee County Board of County Commissioners, private donations and grants received from the Southwest Florida Community Foundation, Cape Coral Community Foundation, The Able Trust, the Gannett Foundation, the City of Fort Myers, and Ronald McDonald House Charities of Southwest Florida.

## Ruth Cooper Campus

### ADULT COMPREHENSIVE COMMUNITY SERVICES TEAM

#### **\*RESOURCE COORDINATOR (1-F/T)**

**Supervisor:** Kaylynn Berrios

**DUTIES:** Will conduct assessments and service planning, links to resources, monitors and provides support with a recovery-based approach to adult mental health consumers.

**QUALIFICATIONS:** Requires a BA/BS in a human services field and at least 1-yr full-time experience working with adults with mental health disorders. Must be proficient in Windows-based computer operating system. Requires a valid driver’s license, current auto insurance, a reliable vehicle and a good driving record.

### DRUG ABUSE TREATMENT & EDUCATION (DATE)

#### **\*BEHAVIORAL HEALTH TECHNICIAN (1-P/T: 2<sup>nd</sup> shift, 24 hrs/wk)**

**Supervisor:** Brent Wright

**DUTIES:** The BHT for the residential programs provides individualized/group training and supervision to residential clients in activities of daily living, socialization, and recreation. The BHT will be working in a 28-day alcohol and drug rehabilitation program and will require observing individuals self-administering medications, facilitating group therapy, and maintaining a clean and safe environment for individuals served.

**QUALIFICATIONS:** Requires a HS diploma/equivalent and either 1-yr direct care experience in a human services field or the successful completion of the equivalent of 30 semester/credit hours towards an undergraduate degree. Requires experience working with individuals recovering from alcohol and drug addiction. Requires a valid driver’s license with a good driving record, and current auto insurance.

## FORENSIC COMPREHENSIVE COMMUNITY SERVICES TEAM

### **\*DIVERSION RESOURCE COORDINATOR (1-F/T, occasional evenings)**

**Supervisor: Roger Holly**

**DUTIES:** This is a case management position that involves linking clients to needed resources, coordinating resources and monitoring them. This person also advocates on behalf of the consumer and is the liaison between the Criminal Justice System and behavioral health.

**QUALIFICATIONS:** Requires a BA/BS in a human services field from an accredited college/university and at least 1-yr full-time experience working with adults with mental illnesses. Must be proficient in Windows-based computer operating system. Requires a valid driver's license, current auto insurance, a reliable vehicle and a good driving record. Experience in criminal justice system preferred.

### **\*FORENSIC SPECIALIST (1-F/T)**

**Supervisor: Roger Holly**

**DUTIES:** The Forensic Specialist identifies and facilitates diversions by offering viable alternatives to incarceration/hospitalization through dialog with the court and criminal justice system, with consideration of mental health law, individual needs, available resources, and safety of the community.

**QUALIFICATIONS:** Requires a BA/BS in a human services field from an accredited college/university and at least 1-yr full-time experience working with adults with mental illnesses and/or in criminal justice. Must be proficient in Windows-based computer operating system. Requires a valid driver's license, current auto insurance, a reliable vehicle and a good driving record. Experience in criminal justice system preferred.

## FUNCTIONAL FAMILY THERAPY

### **\*PROGRAM MANAGER (1-F/T, flexible days/hours)**

**Supervisor: Nancy Kelly**

**DUTIES:** Rare opportunity to join in the leadership of an award-winning FFT team serving families in Lee and Collier counties. Position offers formalized training in this nationally recognized model of family care, with clinical supervision and weekly consultation provided by model experts. FFT is recognized by the Department of Juvenile Justice as a "model program" and has been identified as one of the most effective approaches for redirecting youth from the juvenile justice system. The program manager will coordinate administrative and clinical aspects of the team, provide direct care for three to five families, and offer oversight of daily operations. Position requires an energetic, proactive approach to care, with the ability to effectively manage multiple relationships and responsibilities.

**QUALIFICATIONS:** Requires a MA/MS degree in a human services field and a clear/active Florida license (LCSW, LMHC, LMFT, or Licensed Psychologist). Also requires at least 1-yr full-time clinical and 1-yr full-time supervisory experience. Must be proficient in Windows-based computer operating system. Requires a valid FL driver's license and current auto insurance; must possess a reliable vehicle & be able to drive during the day or evening hours. Must be able to perform duties in a variety of locations. Bilingual (English/Spanish) preferred, but not required.

## HUMAN RESOURCES

### **\*HUMAN RESOURCES SPECIALIST (F/T)**

**Supervisor: Nedjé Zamor**

**DUTIES:** The Human Resources Specialist will be responsible for administrative support of day-to-day HR functions to include: preparation of job vacancy postings and advertisements, application intake, data entry, personnel file maintenance, pre-employment/screening activities, scheduling meeting/conference rooms, and other related clerical duties. Will attend and represent LMH at local job fairs. The HR Specialist will maintain strict confidentiality.

**QUALIFICATIONS:** Requires HS diploma/equivalent and at least 2 years of office/clerical experience (HR experience strongly preferred). Must be able to type 45CWPM and use MS Word effectively (MS Excel & PowerPoint also preferred). Must be fluent in English (Bilingual English/Spanish preferred). Valid commission as a Notary Public in the State of FL preferred, but not required. Must possess demonstrated strengths with organization, time management, and customer service. Must be able to effectively relate to individuals from diverse cultures.

## OUTPATIENT MEDICAL SERVICES

### **\*ADVANCED REGISTERED NURSE PRACTITIONERS (F/T or P/T)**

**Supervisor: Dr. Don Baracskey II**

**DUTIES:** ARNPs work directly with Medical Director Supervision providing outpatient mental health services to persons in Outpatient Medical, conducting psychiatric assessments, medication management, psycho-educational re: medication, and referrals to appropriate services within LMHC.

**QUALIFICATIONS:** Requires a MA/MS in Nursing and a clear/active FL ARNP license. Also requires ANCC certificate in Psychiatry/Mental Health specialty and 2 years' experience as a Psychiatric ARNP.

### **\*ADULT PSYCHIATRIST (F/T or P/T)**

**Supervisor: Dr. Don Baracskey II**

**DUTIES:** LMH's psychiatrists provide psychiatric evaluations; perform medication management & second opinions. Additional compensation provided when participating in rotating inpatient on-call duty & rounds.

**QUALIFICATIONS:** Must be a graduate from an accredited medical school. Must have a clear/active FL medical license and an active DEA certificate. Must be Board Certified or eligible in General Psychiatry. Previous addictions and/or community mental health experience a plus.

### **\*CHILD & ADOLESCENT PSYCHIATRISTS (F/T or P/T)**

**Supervisor: Dr. Don Baracskey II**

**DUTIES:** LMH's psychiatrists provide psychiatric evaluations; perform medication management & second opinions. Additional compensation provided when participating in rotating inpatient on-call duty & rounds.

**QUALIFICATIONS:** Must be a graduate from an accredited medical school. Must have a clear/active FL medical license and an active DEA certificate. Must be Board Certified or eligible in Child & Adolescent Psychiatry. Previous addictions and/or community mental health experience a plus.

### **\*CLIENT CARE SPECIALIST (1-F/T)**

**Supervisor: Keri Riedel**

**DUTIES:** The Client Care Specialist is a responsible clerical/administrative position that will be crucial to the consistent flow and follow-through of client care and communication within Outpatient Medical and Access Programs. Will support all aspects of departmental needs which includes, but is not limited to, greeting clients, checking in/out, scheduling appointments in-person and over the phone, verifying insurance coverage, collecting fees and use of proper cash handling procedures. Incumbent will also answer and triage telephone calls with appropriate documentation and follow-up, perform other basic office functions, efficiently multitask, run reports, work with insurance companies and respond to e-mail in a timely manner.

**QUALIFICATIONS:** Requires a HS diploma/equivalent and at least 1-yr of medical office experience with client contact. Excellent customer service, positive attitude and communication and organizational skills a must. Must type 30wpm and be able to demonstrate competency in basic computer skills. Bilingual (English/Spanish) preferred.

## TARGETED CASE MANAGEMENT

### **\*CLINICAL MANAGER (1-F/T: flexible, evenings)**

**Supervisor: Debbie Patterson**

**DUTIES:** The Clinical Manager will provide leadership for two dynamic and growing programs which are central to all clinical programs at LMH. Following Medicaid guidelines, the Clinical Manager will manage case management services for adults and children. Incumbent will also manage the residential placement process for Lee County community children. Will work with other LMH Middle Managers and Administration to facilitate program growth in response to community needs and streamline processes for implementation.

**QUALIFICATIONS:** Requires a MA/MS degree in a human services field from an accredited college/university and at least 3 years' full-time experience serving children and adults. Must also have previous certification in mental health targeted case management or 3 years' experience in mental health case management. **OR** requires a BA/BS degree in a human services field from an accredited college/university, have at least 5 years' full-time experience serving children and adults, and have previous certification in mental health targeted case management or 3 years' experience in mental health case management. Requires at least 1-yr supervisory experience. Must have excellent documentation and organizational skills and be proficient in Windows-based computer operating system. Requires a valid FL driver's license and current auto insurance; must possess a reliable vehicle & be able to drive during the day or evening hours and perform duties in a variety of locations and settings.

## TARGETED CASE MANAGEMENT – CONT'D

### **\*ADULT TARGETED CASE MANAGER (1-F/T)**

**Supervisor: Beth Chilcoat**

**DUTIES:** Targeted Case Managers advocates on behalf of the consumer in order to obtain and maintain needed resources; advocates in a manner that promotes consumer independence by encouraging and teaching consumers to advocate for themselves.

**QUALIFICATIONS:** Requires a BA/BS in a human services field from an accredited college/university and at least 1-yr full-time experience working with adults with mental illness. Must be proficient in Windows-based computer operating system. Requires a valid FL driver's license with a good driving record, current auto insurance, and reliable transportation.

### **\*CHILDREN'S TARGETED CASE MANAGER (1-F/T)**

**Supervisor: Beth Chilcoat**

**DUTIES:** Children's Targeted Case Managers provide targeted case management services to children and youth in need of coordinated community-based mental health services in order to avert more restrictive out of home residential treatment.

**QUALIFICATIONS:** Requires a BA/BS degree in a human services field from an accredited college/university and at least 1-yr full-time experience working with children with severe emotional disturbances. Must be proficient in Windows-based computer operating system. Requires a valid FL driver's license with a good driving record, and current auto insurance.

## THERAPEUTIC BEHAVIORAL ON-SITE SERVICES (TBOS)

### **\*CLINICAL MANAGER (1-F/T: flexible, evenings)**

**Supervisor: Debbie Patterson**

**DUTIES:** The Clinical Manager will be coordinating the administrative and clinical aspects of TBOS and school therapy services for adults and children. Incumbent will be responsible for management of all program functions related to the delivery of quality behavioral health services for the programs' identified target populations. These functions include clinical supervision and oversight, fiscal responsibility, program development, and planning and revenue enhancement. The Clinical Manager will develop an organized and efficient understanding of the Medicaid Handbooks for Community Behavioral Health Services for the effective and compliant delivery of services. This position requires consistent exercise of discretion and judgment within the context of LMH policies/procedures, related training, and supervision.

**QUALIFICATIONS:** Requires a MA/MS degree in a human services field from an accredited college/university and a clear/active Florida license (LCSW, LMHC, LMFT, or Licensed Psychologist). Also requires at least 5 years' full-time clinical experience and at least 1-yr supervisory experience. This position requires good assessment and therapeutic skills, as well as a good understanding of family systems theory and treatment approaches. Excellent ability to engage teens is preferred. Must have excellent documentation and organizational skills and be proficient in Windows-based computer operating system. Requires a valid FL driver's license and current auto insurance; must possess a reliable vehicle & be able to drive during the day or evening hours and perform duties in a variety of locations and settings.

### **\*CLINICIAN III – (1-F/T flexible, evenings)**

**Supervisor: Beth Chilcoat**

**DUTIES:** Don't miss this great opportunity to be on our TBOS (Therapeutic Behavioral On-Site Services) Team working with an extended continuum of care. The successful candidate will provide skilled mental health treatment intervention services to children and families using a broad variety of treatment modalities, engage in community forums, serve as a liaison with schools and community agencies, and promote community awareness.

**QUALIFICATIONS:** Requires MA/MS from an accredited program in psychology or social work. Must have at least 1-yr full-time experience working with children and families in a therapy setting. Good assessment and therapeutic skills required. Solid understanding of family systems theory and treatment approach. Must have excellent documentation and organizational skills. Requires a valid FL drivers license and current auto insurance; must possess a reliable vehicle & be able to drive during the day or evening hours. Must be proficient in windows-based computer operating system. Bilingual (English/Spanish) preferred.

## **THERAPEUTIC BEHAVIORAL ON-SITE SERVICES (TBOS) – CONT'D**

### **\*CLINICIAN III (1-F/T: flexible, evenings)**

**Supervisor: Beth Chilcoat**

**DUTIES:** Need a change of scenery to your everyday routine? This is a one-of-a-kind, multi-dimensional clinical opportunity! The successful candidate will provide mental health observations and consultation in and around the Lee County area, while also providing skilled mental health therapy to children and families using a variety of treatment modalities.

**QUALIFICATIONS:** Must be a registered intern with state of FL as a mental health counselor, clinical social worker, or marriage & family therapist and have at least 1-yr full-time experience working with children and families in a behavioral healthcare setting. Requires good assessment and therapeutic skills, as well as an understanding of family systems theory and treatment approaches. Must have excellent documentation and organizational skills and be proficient in Windows-based computer operating system. Requires a valid FL drivers license and current auto insurance; must possess a reliable vehicle & be able to drive during the day or evening hours. Bilingual (English/Spanish) preferred.

## **VISTA Campus**

### **ACCESS**

### **\*EMERGENCY SERVICES CLINICIAN (1-P/T: 3<sup>rd</sup> shift, 8 hrs/wk & 2-PRN)**

**Supervisor: Tina Tracy**

**DUTIES:** ES Clinicians provide clinical assessments to clients being admitted and/or screened for services. Formulate treatment plans, provide clinical information for pre-certifications to insurance companies. Maintains compliance with staff development requirements and maintains a written and electronic record of all persons accessing services.

**QUALIFICATIONS:** Requires a BA/BS in a human services field from an accredited college/university and at least 1-yr full-time work experience in a mental health-related field. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames.

### **\*INTAKE SPECIALIST**

**(2-PRN)**

**Supervisor: Jodi Walborn**

**DUTIES:** Intake Specialists provide intake triage of individuals presenting at the Emergency Services department to include data entry, inventory of personal items, body searches, recording of vital signs, monitoring individuals for safety and recording observations, assist with precertification of insurance, and preparing charts.

**QUALIFICATIONS:** Requires a HS diploma/equivalent and one year clerical or direct-care experience in a health/human services field or an AA/AS in a human services field from an accredited college/university or completion of the equivalent of 60 semester/credit hours towards a BA/BS in a human services field from an accredited college/university. Requires ability to type 30 WPM and knowledge of basic computer software systems. Bilingual (English/Spanish) preferred.

### **\*RN (1-P/T: 2<sup>nd</sup> shift, 8 hrs/wk Fri only)**

**Supervisor: Karen McCully**

**DUTIES:** Will provide nursing care including nursing assessment in emergency services and crisis units, interventions & treatment as part of a multi-disciplinary team according to agency procedure and Florida statute. Medication administration, documentation of nursing care & behavioral observations.

**QUALIFICATIONS:** Requires an Associates degree in Nursing (ADN) and a valid FL nursing license. Basic computer skills and good communication skills required. Knowledge of mental health and substance abuse treatment modalities preferred.

## CRISIS STABILIZATION UNITS

### **\*BEHAVIORAL HEALTH TECHNICIAN**

**(1-P/T: 2<sup>nd</sup> shift, 24 hrs/wk Sa, Su, M & 1-PRN)**

**Supervisor: Jim Clyne**

**DUTIES:** The CSU BHTs interacts with clients and their family members, by phone and during scheduled/unscheduled group activities. BHTs also conduct phase of day care, which includes assisting clients with activities of daily living, social recreation, and other unit program activities, such as community meeting, basic living skills, and wrap-up groups. They supervise clients during meals & snacks, maintain client and unit safety, monitor client behavior, and assist with admission and discharge process, working effectively as a team and in conjunction with other staff.

**QUALIFICATIONS:** Requires a HS diploma/equivalent and either 1-yr direct-care experience in a human services field or the successful completion of the equivalent of 30 semester/credit hours towards an undergraduate degree. Requires a valid FL driver's license with a good driving record, and current auto insurance. Bilingual (English/Spanish) preferred.

### **\*CLINICIAN II/DISCHARGE PLANNER** (1-P/T: 20 hrs/wk)

**Supervisor: Tina Tracy**

**DUTIES:** Provide psychosocial services to clients being discharged from crisis units. Will formulate treatment plans and individual discharge planning using a interdisciplinary team format. Collaborates with other agencies, as well as family members. Maintains compliance with staff development requirements and maintains a written and electronic record of services provided.

**QUALIFICATIONS:** Requires a BA/BS in a human services field from an accredited college/university and at least 1-yr full-time work experience in a mental health-related field. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames.

### **\*INPATIENT PSYCHIATRIST** (F/T Preferred)

**Supervisor: Dr. Don BaracsKay II**

**DUTIES:** Acute Care Psychiatrists perform psychiatric evaluations in acute care settings with an emphasis on the child & adolescent population. They perform medication management, provide consultation, second opinions, and appear in mental health hearings as needed. At the discretion of the Chief Medical Officer and according to census and established medical need for services, Psychiatrists may be assigned to CCSU, Adult CSU, or Emergency Services.

**QUALIFICATIONS:** Must be a graduate from an accredited medical school. Must be Board Eligible in Psychiatry by the American Board of Psychiatry & Neurology (Board Certified preferred). Requires 5 years' post-residency work experience and a demonstrated interest in treating the acute care and child/adolescent population. Must have an active and clear FL medical license and an active DEA certificate. Previous addictions or community mental health experience a plus.

### **\*LPN** (1-PRN)

**Supervisor: Karen McCully**

**DUTIES:** Will provide nursing care including nursing observations & medication administration. Will consult with charge nurse in emergency situations, interact with clients on an individual and group basis, and ensure health and safety of all clients. Will document in Anasazi nursing care and behaviors observation.

**QUALIFICATIONS:** Requires an LPN certificate and a valid FL nursing license. Knowledge of mental health and substance abuse preferred. Good communication skills and basic computer skills required.

### **\*NURSE MANAGER** (1-F/T)

**Supervisor: Sofia Adams**

**DUTIES:** The Nurse Manager is a member of the leadership team, providing supervision and oversight to all acute care nursing staff and services. The Nurse Manager orchestrates proper coverage and direction to staff for 24/7 staffing needs, ensures a system of quality, compliance, and safety to all individuals served.

**QUALIFICATIONS:** Requires an RN diploma or an Associates Degree in Nursing (ADN), a clear/active Florida RN license, at least 5 years' full-time experience in a health/human services field, and at least 2 years of supervisory experience. A BA/BS degree in nursing or a health/human services field preferred. Requires a working knowledge of mental health and substance abuse treatment modalities. Effective communication and basic computer skills required.

## CRISIS STABILIZATION UNITS – CONT'D

### **\*RN (1-P/T: 2<sup>nd</sup> shift, 16 hrs/wk Mon & Tues only)**

**Supervisor: Karen McCully**

**DUTIES:** Will provide nursing care including nursing assessment in emergency services and crisis units, interventions & treatment as part of a multi-disciplinary team according to agency procedure and Florida statute. Medication administration, documentation of nursing care & behavioral observations.

**QUALIFICATIONS:** Requires an Associates degree in Nursing (ADN) and a valid FL nursing license. Basic computer skills and good communication skills required. Knowledge of mental health and substance abuse treatment modalities preferred.

### **\*SUPPORT SPECIALIST II**

**(1-P/T: 6am-4:30pm, 20 hrs/wk including weekends, holidays, flexible)**

**Supervisor: Sue Terry**

**DUTIES:** Provide varied secretarial and programmatic support for crisis stabilization units, including data entry, admission/discharge information, census, billing, filing, and all functions related to clinical records.

**QUALIFICATIONS:** Requires HS diploma or equivalent. Requires good computer skills and at least 6 months of related experience. Must be able to type 30CWPM and use MS Word effectively. Requires a valid Florida driver's license, a good driving record, current auto insurance, and a reliable vehicle.