

JOB VACANCY LISTING as of FEBRUARY 5th, 2012

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

Completed applications may be submitted via E-MAIL: 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/TOBACCO-FREE WORKPLACE.

WE PARTICIPATE IN E-VERIFY

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 COMMUNITY SERVICES

***RESOURCE COORDINATOR (1-FT)**

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 FL driver's license with good driving record and current auto insurance.

CHILDREN'S OUTREACH

***CHILDREN'S TARGETED CASE MANAGER (1-FT)**

Supervisor: Monica Monahan

DUTIES: Provides 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 placement. Maintain an average caseload of 20 clients. Must be able to perform duties in a variety of locations and settings. Maintain case record documentation to meet DCF, Medicaid, and LMH Center QA requirements/standards.

QUALIFICATIONS: Requires a BA/BS from an accredited college/university in a related human services field and at least 1-yr full-time experience working with children with mental illness. Must be proficient in Windows-based computer operating system. Must be able to operate a motor vehicle while maintaining a valid FL driver's license with a good driving record, and current auto insurance.

CHILDREN'S OUTREACH (cont)

***CLINICIAN III (1-FT, flexible, eves)**

Supervisor: Debbie Patterson

DUTIES: Provide a variety of skilled mental health treatment intervention services in more complex cases using a broad variety of treatment modalities, such as individual and family therapy, problem solving skills, normalization activities, parenting strategies, conflict resolution strategies, and behavior management plans.

QUALIFICATIONS: Requires a MA/MS degree from an accredited university with a major in the field of counseling, social work, psychology, or a related human services field. One year experience working with children and families in a behavioral health care setting; good assessment and therapeutic skills required. Good understanding of family systems theory and treatment approaches. Computer skills in Windows operating systems required. Must be able to operate a motor vehicle and maintain a valid Florida driver's license. Bilingual (English/Spanish) preferred.

DATE

***BEHAVIORAL HEALTH TECHNICIAN (1-PT, 24hrs/wk, 3rd shift)**

Supervisor: Brent Wright

DUTIES: Interacts with clients. Provide a clean and safe environment. Provide group therapy and observe medications. Provide basic living and social skills training. Provide transportation into the community.

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.

FORENSIC COMPREHENSIVE COMMUNITY SERVICES TEAM

***DIVERSION RESOURCE COORDINATOR (1-FT)**

Supervisor: Tara Texter

DUTIES: Works with mental health consumers also affected by legal issues to link them to needed resources, coordinate resources as necessary, and monitor the implementation. Acts as a liaison between mental health and criminal justice system. Independently manages daily schedule by prioritizing work responsibilities and individual consumer needs.

QUALIFICATIONS: BA/BS in human service field from an accredited college. One year experience working with adults with mental illness. Some experience with the criminal justice system preferred.

FUNCTIONAL FAMILY THERAPY

CLINICIAN III (1-FT)

Supervisor: Arianna Akers

DUTIES: Begin or advance your career in Family Therapy with us. Are you looking for an opportunity to participate in the nationally recognized, proven, evidence-based therapy program: Functional Family Therapy, a program that consistently results in successful outcomes? If you are passionate about serving families with youth involved in the juvenile justice systems, possess superior interpersonal and open communication skills, desire to work in a supportive environment with instructive and constructive oversight from dedicated professionals trained to address the needs of children in the delinquency system, then we want you! Intensive training is required and provided in the first year on the job so the therapist candidate will have all the skills needed for the position. The therapist provides strength-based therapy to families of youth at risk and involved in the Juvenile Justice System in Lee and Collier County. The therapist is expected to provide services in the home and attend out-of-town training.

QUALIFICATIONS: MA/MS degree from accredited university in the field of counseling, social work, psychology or related human services field. Computer skills in Windows operating systems required. Exceptional customer service required. Must be able to operate motor vehicle, maintain a valid FL driver's license with current auto insurance, a good driving record and be able to drive independently at night. Bilingual preferred, but not required.

INFORMATION SYSTEMS

***REPORT WRITER (1-FT)**

Supervisor: Tim Parham

DUTIES: Develop reports from Anasazi software using Crystal Reports and SQL. Lead in software promotions and staff training.

QUALIFICATIONS: One year education beyond high school. Must be able to demonstrate the ability to create Crystal and SQL reports. Familiar with MS Access, Excel, Outlook, PowerPoint, Word and Internet FTP protocols. Must be able to type 30CWPM.

OUTPATIENT PSYCHIATRY

***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 either a Master's degree in Nursing with 2 years' experience as a Psychiatric ARNP **OR** a Master's degree in Psychiatric & Mental Health Nurse Practitioner-or similar. Must possess a clear/active FL license as an ARNP. ANCC certificate in Psychiatry/Mental Health Specialty required.

***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.

***SUPPORT SPECIALIST III (1-FT)**

Supervisor: Keri Riedel

DUTIES: Responsible clerical/administrative position that assists in the development of department and flow with consistent follow through of assigned tasks. Will greet client, check-in, check-out, schedule appointments in person and on the phone, verify insurance coverage, collect fees and use proper cash handling procedures. Answer phone calls, copy, file, fax, process mail and other basic office functions, run reports and create and respond to e-mail in a timely manner.

QUALIFICATIONS: Requires a HS diploma or equivalent and 1 year or more office experience with client contact. Excellent customer service, positive attitude and communication and organizational skills a must. Literacy in MS Word and Outlook. Must type 30WPM. Bilingual (English/Spanish) preferred.

OUTPATIENT THERAPY

***CLINICAL MANAGER (1-FT)**

Supervisor: Luna MacDonald-Smith

DUTIES: Responsible for the supervision of all functions related to the delivery of quality behavioral health services for the Outpatient Therapy and Therapeutic Behavioral On-site Services programs. Operates professionally in a multi task environment.

QUALIFICATIONS: Requires a MA/MS degree in a human services related field from an accredited college/university. Must have a minimum of 5 years of human services experience and 2 years supervisory experience. Must also have an active FL license (either LCSW or LMHC). Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames.

***CLINICIAN III (1-FT)**

Supervisor: Luna MacDonald-Smith

DUTIES: Provide outpatient therapy to a culturally diverse population using evidence based treatment methods. Complete assessments, diagnose utilizing DSM multi-axial system, complete clinical documentation accurately and timely, including progress notes and treatment plans.

QUALIFICATIONS: Requires a MA/MS degree in a mental health curriculum from an accredited college/university and a minimum of 1 year of experience providing therapy to children, adults and families with mental health, substance abuse and co-occurring disorders. Skilled at providing individual and group therapy. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames. Bilingual (English/Spanish) required.

RECOVERY SUPPORT SERVICES

***CLINICIAN I (2-FT, flexible, eves)**

Supervisor: Monica Monahan

DUTIES: Provides substance abuse education, coordination of medical/health issues, employment or educational coordination, family/parenting guidance skills, anger management coping skills and case management designed to facilitate recovery and resilience with children/youth/families ages 6-18.

QUALIFICATIONS: Requires a BA/BS degree in a human service field from an accredited university and 1 year FT experience working with children/youth in a mental health and substance abuse setting. Computer skills in Windows operating systems required. Must be able to operate a motor vehicle, have current auto insurance, maintain a valid Florida driver's license and be able to drive at night. Bilingual (English/Spanish) preferred.

RIEVES RESIDENTIAL

***BEHAVIORAL HEALTH TECHNICIAN (1-PRN)**

Supervisor: Brent Wright

DUTIES: Interact with clients. Provide a clean and safe environment. Provide group therapy. Observe medications. Provide basic living skills training and social skills training. Provide transportation into the community.

QUALIFICATIONS: Requires a HS diploma or equivalent and either 1 year of direct care experience in a health/human services field **OR** the successful completion of the equivalent of 30 semester hours towards an undergraduate degree. Requires a valid driver's license, good driving record and current auto insurance.

***LPN (1-PRN)**

Supervisor: Barbara Andrews

DUTIES: Will provide nursing care including nursing observations, assessments, documentation, and medication administration in accordance with doctor's orders. Documents nursing care and behaviors in client's clinical record daily.

QUALIFICATIONS: Requires an LPN certificate. Knowledge of substance abuse and co-occurring disorders preferred. Basic computer basic computer skills and good communication skills required.

***RN (1-PRN)**

Supervisor: Barbara Andrews

DUTIES: Will provide nursing care including nursing observations, assessments, documentation, and medication administration in accordance with doctor's orders. Documents nursing care and behaviors in client's clinical record daily.

QUALIFICATIONS: Requires a valid FL nursing license. Knowledge of substance abuse and co-occurring disorders preferred. Basic computer skills and good communication skills required.

WELCOME CENTER

***CUSTOMER SERVICE REPRESENTATIVE TRAINEE (1-PT, 20hrs/wk)**

Supervisor: Jeff Zerbe

DUTIES: Answers telephone calls and routes appropriately, provides information related to community resources, receives and resolves complaints according to set procedures, serves as a model of excellent customer service, and with specialized training schedules appointments via electronic medical record system and co-manages all aspects of insurance verification/authorization for outpatient services.

QUALIFICATIONS: HS diploma/equivalent and 6 months of clerical experience **OR** HS diploma/equivalent and the successful completion of a medical office related certification program **OR** Successful completion of 1 year (30 semester/credit hours) towards an undergraduate degree. **NOTE:** This is a trainee position in preparation for a Customer Service Representative (CSR) position. Employees hired into this role will receive specialized training and will demonstrate competency in performing all duties of the CSR position within 6 months of hire. Trainees who are unsuccessful in attaining required competencies will not advance to the CSR position and will be released from service.

VISTA Campus

ACCESS

***INTAKE SPECIALIST (1-PRN)**

Supervisor: Joy Moore

DUTIES: 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 degree in a human services field from an accredited college/university **OR** completion of the equivalent of 60 semester/credit hours towards a BA/BS degree in a human services field from an accredited college/university. Requires ability of to type 30WPM and knowledge of basic computer software systems. Bilingual (English/Spanish) preferred.

***RN (1-PT, 16hrs/wk, 3rd shift)**

Supervisor: Acute Care Nurse Manager

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

***ACUTE CARE NURSE MANAGER (1-FT)**

Supervisor: Sofia Adams

DUTIES: Responsible for supervision of all functions related to the delivery of quality nursing care and behavioral health services. Scheduling staff, conduct staff meetings. Participate in CARF, DCF standards.

QUALIFICATIONS: Requires an RN diploma or an AA/AS degree in nursing and valid FL Nursing license. 5 years experience in a health/human services field and 2 years supervisory experience. BA/BS degree in nursing or health/human services field preferred. Requires ability to attain competency with the company electronic medical records and use it effectively within the required time frames.

***BEHAVIORAL HEALTH TECHNICIAN (1-FT, 2nd shift; 1-PT, 32hrs/wk, 3rd shift; 5-PRN)**

Supervisor: Jim Clyne

DUTIES: Interacts with clients and their family members, by phone and during scheduled/unscheduled group activities. Conducts 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.

***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.

CRISIS STABILIZATION UNITS (cont)

***LPN (1-PT, 8hrs/wk, 2nd shift)**

Supervisor: Acute Care Nurse Manager

DUTIES: Will provide nursing care including nursing observations and 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 nursing care and behavior problems in Anasazi.

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.

***RN (1-FT, 2nd shift; 2-FT, 3rd shift; 1-PRN)**

Supervisor: Acute Care Nurse Manager

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.

***SENIOR BEHAVIORAL HEALTH TECHNICIAN (1-FT, 2nd shift)**

Supervisor: Jim Clyne

DUTIES: Interact with clients and their families by phone and during group activities. Conduct phase of care, which includes assisting clients with ADL's, social recreation and other unit activities, such as meetings and groups. They will supervise clients during meals, maintain client and unit safety, monitor client behaviors and assist with the admission process, working effectively as a team and in conjunction with other staff. Keep charge nurse informed of client behaviors, take a leadership role in orienting and training new BHT's, participate in the staff evaluation process, act as a liaison between BHT's, charge nurse(s) and supervisory staff. Assist BHT Manager and Activities Coordinator in creating new milieu enhancing activities.

QUALIFICATIONS: Requires a HS diploma/equivalent or (AA/AS degree preferred) and two years experience in a health/human services field. Must have completed one year as a BHT at Lee Mental Health with no disciplinary actions within last six months. Must not have exhibited excessive tardiness or absenteeism in the last six months. Requires a valid Florida driver's license, good driving record and current auto insurance.

COMPREHENSIVE ASSESSMENT

We are also seeking independent contractors for the following position:

***COMPREHENSIVE BEHAVIORAL HEALTH ASSESSOR (1)**

Supervisor: Debbie Patterson

DUTIES: Complete an in-depth and detailed assessment of the child's emotional, social, behavioral and developmental functioning within the family home, school and community. Provide 2-3 observations, re-unification, or re-entry and permanency planning.

QUALIFICATIONS:

Licensed providers must have a current FL license (either LCSW, LMHC or LMFT); have a minimum of 2 year's of direct experience working with children and families who are victims of physical abuse, sexual abuse, neglect, or youth who have been adjudicated delinquent and committed and are emotionally disturbed; have a list of current (within the last 2 years) conferences, workshops attended and CEU's earned, dedicated to relevant child and family treatment issues.

A non-licensed child welfare mental health professional must have a Master's degree in the field of counseling, social work, psychology, rehabilitation, special education, or a human services field; have a minimum of 5 years full-time experience working directly with children and families who are victims of physical abuse, sexual abuse, neglect, or youth who have been adjudicated delinquent and committed and are emotionally disturbed; and have a list of current (within last 2 years) conferences and workshops attended dedicated to relevant child and family treatment issues.