



JOB VACANCY LISTING as of February 7, 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

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 DRUG FREE WORKPLACE.

Please **NOTE**: Effective February 14, 2010, Lee Mental Health Center will be a tobacco-free organization. All forms of tobacco, including cigarettes and smokeless tobacco, will be prohibited on all Lee Mental Health Center properties.

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 (F/T or P/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.

BILLING

***FINANCIAL COUNSELOR (1-F/T)**

Supervisor: Debora Reed

DUTIES: Daily contact with individuals assessing services to verify pay source, financial eligibility, and demographics; work schedules; set up payment plans; promote internal and external customer satisfaction through the use of exceptional customer service skills.

QUALIFICATIONS: Requires a HS diploma/equivalent and at least 6 months of prior A/R experience, preferably in a medical office setting. Insurance verification experience preferred. Must be able to type 30CWPM. Bilingual (English/Spanish) preferred.

CHILD COMPREHENSIVE COMMUNITY SERVICES TEAM

***CLINICIAN I (1-F/T TEMPORARY)**

Supervisor: Nancy Kelly

DUTIES: A unique opportunity to learn and grow as a clinician in a multidisciplinary team, serving families with children who are transitioning from residential treatment or at risk for residential placement due to significant mental health challenges. Will provide comprehensive care in multiple environments.

QUALIFICATIONS: Requires a BA/BS in a human services field and 1-yr full-time experience working with children and families in a behavioral healthcare setting. Ability to work within a team environment, providing total client care. Requires a valid FL driver's license with a good driving record, current auto insurance, and reliable transportation. Requires the ability to attain competency with the company electronic medical records and use it effectively within the required time frames. Bilingual (English/Spanish) preferred.

***CLINICIAN III (F/T, flexible)**

Supervisor: Nancy Kelly

DUTIES: A unique opportunity to learn and grow as a clinician in a multidisciplinary team, serving families with children who are transitioning from residential treatment or at risk for residential placement due to significant mental health challenges. Will provide a variety of skilled mental health intervention services in more complex cases using a broad variety of treatment modalities.

QUALIFICATIONS: Requires a MA/MS degree in human services and at least 2 years' full-time experience working with children and families in a behavioral healthcare setting. Requires a valid FL driver's license with a good driving record, current auto insurance, and reliable transportation. Requires the ability to attain competency with the company electronic medical records and use it effectively within the required time frames. Bilingual (English/Spanish) preferred, but not required.

FORENSIC COMPREHENSIVE COMMUNITY SERVICES TEAM

***COMPETENCY RESTORATION TRAINER (1-F/T)**

Supervisor: Kaylynn Berrios

DUTIES: Will reduce the risk of recidivism among adults with severe mental illnesses, including those with co-occurring substance use disorders, who are involved in the criminal justice system, through screening and providing competency training in the community and in the jail setting. Will collaborate with the Criminal Justice System to assist in expediting legal issues and promote diversion opportunities as appropriate.

QUALIFICATIONS: Requires a BA/BS in a human services field **or** an AA/AAS and at least 1-yr full-time experience working with mental health or criminal justice **or** a HS diploma/equivalent with at least 2 years' full-time experience working with mental health or criminal justice. Requires a valid FL driver's license with a good driving record, current auto insurance, and a reliable vehicle.

OUTPATIENT MEDICAL SERVICES

***ADVANCED REGISTERED NURSE PRACTITIONERS**

Supervisor: Dr. Don BaracsKay II

DUTIES: Will work directly (with Medical Director Supervision) providing outpatient mental health services to persons at VISTA; psychiatric assessments, medication management, psycho-educational re: medication, referrals to appropriate services within LMHC.

QUALIFICATIONS: Requires a MA/MS degree 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 BaracsKay II

DUTIES: Will 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.

OUTPATIENT MEDICAL SERVICES – CONT'D

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

Supervisor: Dr. Don Baracskey II

DUTIES: Will 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.

THERAPEUTIC BEHAVIORAL ON-SITE SERVICES (TBOS)

***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 preferred.

***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 teach a crisis response strategy within the community designed to reduce distress and resume daily activities, 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 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 able to perform duties in a variety of locations (Lee, Collier, Hendry, Desoto, Highlands, Glades, and Hardee Counties). Good assessment and therapeutic skills required. Solid understanding of family systems theory and treatment approach. Must have excellent documentation and organizational skills. Must be proficient in windows-based computer operating system. Bilingual preferred.

VISTA Campus

ACCESS

***INTAKE SPECIALIST**

(2-P/T: 16 hrs/wk, Fri-Sat 4pm-12am; 16 hrs/wk, Fri-Sat 12-8am & 2-PRN)

Supervisor: Jodi Walborn

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 to type 30 WPM and knowledge of basic computer software systems.

ACCESS – CONT'D

***TRIAGE SUPPORT SPECIALIST III (1-F/T)**

Supervisor: Jodi Walborn

DUTIES: Will handle the flow of clients seeking services at LMH. Determines fund sources, consults Medicaid website and verifies benefits, as needed. Maintains clinicians' assessment schedule. Provides conflict resolution and serves as a liaison between clinical staff and individuals served. Confirms appointments.

QUALIFICATIONS: Requires HS diploma/equivalent and 1-yr related experience. Must be able to type 30CWPM and use MS Word effectively. Exceptional customer service skills required. Bilingual (English/Spanish) required.

CRISIS STABILIZATION UNITS

***CLINICIAN II (3-PRN)**

Supervisor: Tina Tracy

DUTIES: Provide psychosocial services to clients receiving services in crisis units and Access Departments with mental health and/or substance abuse needs. Will formulate assessments, treatment plans, and individual discharge planning using a multi-disciplinary team approach. Collaborates with other agencies, 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.

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

Supervisor: Tina Tracy

DUTIES: Provide psychosocial services to clients being discharged from crisis units. Will formulate treatment plans and individual discharge planning using an 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 Baracskey II

DUTIES: Will perform psychiatric evaluations in acute care settings with an emphasis on the child & adolescent population. Will perform medication management, consults, second opinions & appear in mental health hearings as needed. At the discretion of the Chief Medical Officer and according to census & established medical need for services, 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.

WELCOME CENTER

***CUSTOMER SERVICE MANAGER (1-F/T)**

Supervisor: David Winters

DUTIES: Incumbent will oversee all operations of the new Welcome Center, which will serve as the point of access for all non-emergent customer inquiries. Provide leadership in promoting excellent customer service agency-wide. Participate in program and budget development and monitor progress of both. Familiar with all aspects of insurance verification/authorization for all individuals accessing services and/or referred internally for additional services. Will directly supervise six Customer Service Representatives (CSR). Will perform CSR job duties, as needed, to support their team and the goals of the department. Develop and maintain collaborative relationships with agency leadership team.

QUALIFICATIONS: Requires HS diploma/equivalent and at least 3 years' prior healthcare/human services, preferably office management, and 2 years' supervisory experience. Must be proficient in MS Word, type 45CWPM, and able to attain competency with the company electronic medical records. Must possess and routinely demonstrate exceptional customer service, organization, and communication skills.