



*A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program*

## Social Services Technician II

### Job Information

**Job Type:** Full-Time

**Pay:** \$30,000 per year

**Program:** DD Residential

**Location:** Muscogee County

**Posting Date:** 9/20/2023

**Application Deadline:** Open Until Filled

**Position Open to:** All qualified applicants

Submit Completed State of Georgia application to Recruiter:

**New Horizons Behavioral Health**  
2100 Comer Ave  
Columbus, Georgia 31904

**Fax:** (706) 596-5589

**Email:**  
[jobs@nhbh.org](mailto:jobs@nhbh.org)

**Website:** [www.nhbh.org](http://www.nhbh.org)

### Job Description

The candidate will: Provide supervision and leadership to assigned staff; Conduct site visits to designated group homes to ensure regulatory compliance; Review medical records to ensure all documents are available and current; Ensure billing is completed for assigned Host Home Providers; Attend all scheduled meetings and trainings; Schedule staff meetings for Client Support Workers; May have to transport individuals.

This position will work: Monday through Friday, and on-call weekends as needed. The hours are from **8am to 5pm, on-call other shifts as needed.**

#### Minimum Qualifications:

High School Diploma or GED. Minimum of two (2) years' experience in behavioral health. Must have basic computer skills, and the ability to access and utilize Microsoft Suite. Experience with DD individuals.

Must be able to sit, stand, or walk for extended periods of time. Must be able to lift twenty-five (25) pounds or more. Must be able to reach with arms and hands. Must have the ability to stoop/kneel. Must have reliable transportation and a clean motor vehicle report.

#### Preferred Qualifications:

N/A

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

**NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.**

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.**

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**