



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# Part-Time Case Managers

## Job Information

**Job Type:** Part-Time

**Pay:** \$15.00 – \$25.00; Depending on Credential/Degree

**Program:** Community Support Individuals

**Location:** Muscogee County

**Posting Date:** 02/11/2020

**Application Deadline:** Open Until Filled

**Position Open to:** All qualified applicants

\*\*\*ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. \*\*\*

Submit Completed State of Georgia application to Recruiter:

**New Horizons Behavioral Health**  
1215 2<sup>nd</sup> Ave  
Columbus, Georgia 31901

**Fax:** (706) 317-5004

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

## Job Description

Provide linkage to needed resources, advocate for the individual served and provide skill training. Provide education on the individual served symptoms and triggers and provide assistance in the development and implementation of their crisis plan. Provide education to the individual served on the importance of medication compliance and keeping all physician appointments. Submit documentation within 5 days of providing the service. Demonstrate appropriate customer service with the individuals served and community stake holders.

### Minimum Qualifications:

High School Diploma/GED; Bachelor's Degree in human service-related field. Master's degree in a human service-related Field AND One-year experience working with individuals with Mental Health and Substance Abuse.

### Preferred Qualifications:

One-year experience in working with individuals with Mental Health and Substance Abuse.

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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 Behavioral Health 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.**