JOB OPENING

SERTOMA CENTRE, INC.  
4331 West Lincoln Highway, Suite A  
Matteson, IL  60443

POSITION TITLE:  Crisis Assessment Screener (On-Call)  
Part-Time

POSITION REPORTS TO:  Crisis Services Manager

POSITION SUPERVISES:  None

POSITION SUMMARY:

The Crisis Assessment Screener is responsible for conducting crisis assessments and providing effective linkage to individuals with psychiatric disorders presented at emergency rooms to determine the appropriate level of care. This position consults with collaterals, provides referrals and linkage, ensures transportation to the appropriate level of care, and communicates with all relevant parties. This position completes all necessary assessments and documentation in accordance with Sertoma policy, Rule 132, payers, and accreditation bodies. This position requires use of a privately owned vehicle to travel to and from assessments and to provide linkage.

This is an on-call position, working a minimum of four (4) shifts a month.

QUALIFICATIONS:

1. Qualified Mental Health Professional (QMHP), with Master's Degree in counseling, social work, psychology, or related field required. LCPC or LCSW preferred.
2. Minimum of two (2) years experience providing mental health assessments in an emergency room or performing crisis intervention in a multi-disciplinary setting is preferred. Minimum two (2) years experience working with individuals with severe mental illness and an understanding of the recovery model required.
3. Solid understanding of the criteria for diagnosing mental health/substance abuse and ability to formulate a five (5) axis diagnosis. Able to evaluate functional level, presentation of mental illness, and level of risk. Ability to organize assessment information and inputs from a variety of sources for report writing.
4. Must be self-motivated and work well with minimal supervision.
5. Experience with mental health services community resources networking and Medicaid Rule 132 documentation and billing requirements preferred.
6. Willing to respond to on-call pages and be at hospital site within ninety (90) minutes of call.
7. Excellent written and oral communication skills to serve as liaison to primary referral sources, families, community, and partner agencies.
8. Valid Illinois driver’s license and documentation of current auto insurance, with good driving record and car available.
9. Proficiency in the use of computers and working knowledge of Microsoft Word and Outlook applications.
10. Must be able to work a minimum of four (4) on-call shifts per month to respond to calls for crisis screenings.
11. Willingness to be on call for overnight, evening, weekend, and holiday shifts.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

If interested, please apply online via our website, www.sertomacentre.org, and click on “Job Opportunities.”

5/6/2015  
Internal/External  
Requisition #2015-CORP-039
JOB OPENING

SERTOMA CENTRE, INC.
4343 West 123rd Street
Alsip, IL  60803

POSITION TITLE:     DIRECT SUPPORT PROFESSIONAL – 127th Street
                    Full-Time

POSITION REPORTS TO:  Operations Supervisor – 127th Street

POSITION SUPERVISES:  None

POSITION SUMMARY:

This position is responsible for providing individual and group training in a supportive environment to assigned consumers that are age-appropriate, functionally oriented, and responsive to the individual’s needs and interests as specified in the Individual Service Plan through a coordinated effort with the individual and others involved. This includes the provision of 1:1 services to specific consumers, as needed and assigned. This position also ensures efficiency and quality of subcontract and situational work as needed.

QUALIFICATIONS:

1. High school diploma required.
2. Minimum of one (1) year experience working with individuals with disabilities preferred; ability to learn and work effectively with persons with various types of disabilities required.
3. Ability to follow written and oral instructions and to work cooperatively and effectively with consumers, families, team members, inter-disciplinary team, and representatives of referring organizations.
4. Effective oral and written communication, math skills, organizational, and computer skills.
5. Ability to provide accurate reports and data collection.
6. Valid driver’s license with good driving record, if applicable; completion and maintenance of PACE certification, if eligible.
7. Proficiency in the use of computers, software applications, and working knowledge of Microsoft Word and Outlook preferred; willing to learn necessary software applications required.
8. Completion of DSP certification within four (4) months of hire.
9. The following applies to DSPs working in subcontract production areas:
    • Ability to complete manual assembly, collating, and inspection process.
    • Integrate quality control into assembly line process.
    • Ability to lift forty (40) lbs. continuously over an eight (8) hour period.
    • Ability to operate various types of machinery safely and move materials using dollies, wheel trucks, or pallet jacks safely.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

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JOB OPENING

SERTOMA CENTRE, INC.
4343 West 123rd Street
Alsip, IL  60803

POSITION TITLE: DIRECT SUPPORT PROFESSIONAL – BRIDGE PROGRAM
Full-Time

POSITION REPORTS TO: Operations Supervisor – 123rd Street

POSITION SUPERVISES: None

POSITION SUMMARY:

This position is responsible for providing individual and group training in a supportive environment to assigned consumers that are age-appropriate, functionally oriented, and responsive to the individual’s needs and interests as specified in the Individual Service Plan through a coordinated effort with the individual and others involved. This includes the provision of 1:1 services to specific consumers, as needed and assigned. This position also ensures efficiency and quality of subcontract and situational work as needed.

QUALIFICATIONS:

1. High school diploma required.
2. Minimum of one (1) year experience working with individuals with disabilities preferred; ability to learn and work effectively with persons with various types of disabilities required.
3. Ability to follow written and oral instructions and to work cooperatively and effectively with consumers, families, team members, inter-disciplinary team, and representatives of referring organizations.
4. Effective oral and written communication, math skills, organizational, and computer skills.
5. Ability to provide accurate reports and data collection.
6. Valid driver’s license with good driving record, if applicable; completion and maintenance of PACE certification, if eligible.
7. Proficiency in the use of computers, software applications, and working knowledge of Microsoft Word and Outlook preferred; willing to learn necessary software applications required.
8. Completion of DSP certification within four (4) months of hire.
9. The following applies to DSPs working in subcontract production areas:
   - Ability to complete manual assembly, collating, and inspection process.
   - Integrate quality control into assembly line process.
   - Ability to lift forty (40) lbs. continuously over an eight (8) hour period.
   - Ability to operate various types of machinery safely and move materials using dollies, wheel trucks, or pallet jacks safely.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

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5/6/2015
Internal/External
Requisition #2015-CORP-041
JOB OPENING

SERTOMA CENTRE, INC.
4331 West Lincoln Highway, Suite A
Matteson, IL  60443

POSITION TITLE: Outreach and Education Trainer
                 Full-Time

POSITION REPORTS TO: Community Services Manager-MHS

POSITION SUPERVISES: None

POSITION SUMMARY:

This position is responsible for providing outreach, education, and mental health screenings both individually and in groups to community members regarding mental health/illness, stigma reduction, crisis management, suicide prevention, and suicide risk assessment. This position collaborates with the Community Services Manager-MHS to create marketing materials, conduct outreach, and schedule educational presentations for potential participants. This position also develops and implements new curricula and/or modifies current curricula to meet the needs of community members, ensures curriculum materials are available and maintained, and keeps accurate records for data tracking.

QUALIFICATIONS:

1. Qualified Mental Health Professional (QMHP), with Master's Degree in counseling, social work, psychology, or related field required. LPC or LSW preferred.

2. Minimum of one (1) year experience working with individuals with mental illness.

3. Experience developing programming and/or training preferred.

4. Effective interpersonal, organizational, and communication skills.

5. Valid Illinois driver's license and documentation of current auto insurance, with good driving record and car available.

6. Must be willing to work evening/weekend hours as necessary.

7. Proficiency in the use of computers, software applications, and working knowledge of Microsoft Word, PowerPoint, and Outlook.

8. Mental Health First Aid (Adult and Youth) certified preferred.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED
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