**March 2021 Openings at the McNabb Center**

\*\*\*

***Supportive Housing PRN Milieu Counselor - Greater Chattanooga Area***

Our Supportive Housing team is currently in need of a few extra hands to ensure the clients receive excellent round-the-clock support. We are currently hiring **PRN** (as-needed) staff to help fill evening and weekend shifts a few times per month.

The Supportive Housing program operates 24/7/365, serving between 8-12 residents in each of our 5 houses. Some residents are with us long-term while others stay for a few weeks before moving on. Our staff do not perform ADLs but are responsible for ensuring the safety and wellbeing of our clients.

A flexible schedule and availability is ideal, but we have several PRN staff who work full-time jobs elsewhere plus do a few shifts in our houses for a change of pace and some extra income.

Those with a background in social services or residential care are encouraged to apply.

**CURRENT PRN SHIFTS AVAILABLE: Primarily weekends 2nd & 3rd shift. Other shifts may be available.**

**Responsibilities**

* Implement and monitor daily activities for clients in Supportive Housing programs, including both in-house and community-based options
* Ensure safety, welfare, and direct supervision of all clients
* Monitor and document changes in client symptoms or behavior in the electronic medical record (EMR)
* Maintain accurate client medical records in the EMR
* Educate clients about health maintenance and emphasizes recovery-based concepts
* Encourage clients to participate in daily activities, including personal hygiene & medical care
* Communicate with supervisors and patient care team regarding client care
* May transport clients to/from community-based activities in a company vehicle as approved by supervisor

**Qualifications**

* Bachelor's degree preferred, will consider Associate's or High School with experience
* Previous experience in the social work field or a behavioral health setting
* Familiarity with computer software and equipment to effectively document client records in the EMR, accurately document time in timesheet, and communicate with coworkers via email
* Ability to build rapport with patients, communicate effectively, and remain calm during stressful situations
* Strong problem solving and critical thinking skills
* Skill in maintaining appropriate professional boundaries
* Ability to thrive in a fast-paced environment
* Willing to lead psycho-educational groups on living skills
* Will treat all individuals with dignity and respect at all times regardless of age, education, race or cultural background, etc
* May need to push/pull up to 150lbs and lift up to 50lbs
* Frequent sitting, standing, walking, bending, stooping, and reaching.
* Normal/corrected vision to see up close and at a distance
* Able to hear normal/soft tones
* Exposure to biological hazards is possible in this role
* All staff in this position are required to successfully complete certification in verbal and physical de-escalation training (*Handle with Care*) during their first week of employment. Training is provided by employer and includes a wide range of bodily movements including but not limited to grasping, holding another person, getting down on knees while holding another person, running, and walking.
* Staff must be capable of utilizing non-violent methods of crisis intervention including therapeutic holds
* Staff over the age of 25 will be required to have a valid driver's license and car insurance as well as be able to obtain an F-endorsement on their TN driver license within the first 2 weeks of hire. They should also have fewer than 3 incidents and/or accidents on their MVR.

**TO APPLY**

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts mandatory background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon a clean drug screen, clear background check, and driving record with a standard of allowed moving violations and accidents. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*

***Client Benefits Specialist - Greater Chattanooga Area***

**SUMMARY**

This position works directly with clients in the process of creating new client medical records, assessing client's eligibility for services, and maintaining current insurance eligibility and payer information for each client. The client benefit specialist insures that accurate demographic and billing information is collected and entered into the clients medical record; is responsible for registering patients; obtaining co-payment and/or cash collections of deductibles and co-pays according to policy and procedure. This position performs quality customer service and support for our clients, Center workforce and other professionals; data entry duties and other general front office tasks such as filing, copying, researching clients insurance and responsibilities.  Must be able to work independently and also in a team environment.

**REQUIREMENTS**

**Education/Knowledge:**Minimum educational requirement is a high school diploma or equivalent.  Knowledge of healthcare records management and switchboard/receptionist experience preferred.  Must have mental ability to exercise sound judgement and effective decision making under pressure.

**Experience:**Must have at least (2) years of data entry experience and be comfortable with computers and technology. Strong communication skills both written and verbal; Strong organizational skills with the ability to handle multiple projects and appropriately prioritize tasks are required. Must be Customer Service Oriented and have pleasant phone voice. Work well with patients, visitors, and other personnel, as well as coworkers.

**Physical:**Normal/corrected eyesight.  Hearing within normal range. Uses computer, calculator, copier and general office equipment. Lifting up to 50 pounds and ability to remove and place items from all levels of shelving.  Ability to stand and sit for extended periods of time and ability to hear normal voice and ring tones.

**COMPENSATION**

Salary range for this position starts at approximately $12.96 per hour depending on relevant experience and education.

**TO APPLY**

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts mandatory background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon a clean drug screen, clear background check, and driving record with a standard of allowed moving violations and accidents. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*

***Peer Support Staff/Van Driver PRN – Greater Chattanooga Area***

**SUMMARY**

The Peer Support Center Staff/Van Driver is responsible for the day-to-day transportation of clients to and from the Peer Support Center and the support of clients when on duty. The van driver will also assist in the daily operation of the Lighthouse Peer Support Center, to include any duties assigned by the Peer Support Center Coordinator.

**REQUIREMENTS**

**Education/Knowledge**: High School Diploma or equivalent. We prefer candidates who are State of Tennessee Certified Peer Recovery Specialist or have completed the following to be eligible for state certification:

1. Attended the 5 day training facilitated by State Certified Trainers

2. Gained 75 hours of work or volunteer experience in Peer Recovery services

**Experience**: Must be a primary mental health consumer with appropriate life experience and a desire to be a role model for recovery. Some experience leading groups desired. Some experience in customer service helpful.

**Physical**: Possible exposure to biological hazards. Hearing of normal and soft tones. Close eye work. Lifting up to 50 lbs. Pushing/pulling up to 150 lbs.  Frequent sitting, standing, walking, bending, stooping, and reaching. Must pass a drug screen and background check. Required to be certified in, and effectively implement, verbal and physical de-escalation techniques that include a wide range of bodily movements including but not limited to, grasping, holding another person, getting down on knees, running, and walking. Must be capable of assisting in utilizing non-violent methods of crisis intervention including therapeutic holding. Physical de-escalation techniques will only be implemented at Helen Ross McNabb Center facilities, and not in community settings.  Maintaining a dependable vehicle and certified driver status is a condition of employment. Certified driver status includes: having a valid driver license with F endorsement, valid car insurance, and 3 years of acceptable driving history. Driving the Center van to transport clients is expected of staff in this position and requires the individual to be eligible for coverage under HRMC insurance policy. This position requires utilizing a personal dependable vehicle to conduct Center business. Must have mental ability to exercise sound judgment under pressure.

**COMPENSATION**

This position pays $7.25 per hour.

**TO APPLY**

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon clean drug screen, background check, and driving record. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*

***Health Link RN Care Coordinator – Greater Chattanooga Area***

**SUMMARY**The Health Link RN Care Coordinator - Hamilton County functions as the primary leader of all treatment teams, maintains contact with all external providers, coordinates medical care between providers (including external medical providers, specialists, pharmacy) and delegates care coordination, as clinically appropriate, to care coordinators. In addition, the RN HL Care Coordinator oversees the quality of HL services and ensures that quality metrics are being met. He/she will be responsible for providing health promotion, prevention and wellness management to patients. This position is also responsible for triaging medical phone calls, may require face to face triage as necessary to divert from ER, and is responsible for monitoring and coordinating post hospital care. The HL RN Care Coordinator will embrace the key values of clinical services: empowerment, normalization, rehabilitation, and continuity of care, as well as to adhere to HRMC policy and procedures. Provides clinical leadership to the HL team. Provides advocacy, linkage, and referral services as needed. Maintains appropriate chart records and completes all documentation in a timely manner. Initiates and updates comprehensive care management plans. Interfaces with MCOs, families, medical providers, courts, school systems and other agencies to coordinate care. Provides health education and prevention for chronic health conditions. Promotes health behaviors and self-care. Serves as a clinical specialist for medication management issues. Leads weekly treatment team meetings. Performs daily psychotropic injections. Obtains prior authorizations on all clients for medication approval. Participates in care planning with medical providers as needed. Triages nurse calls and performs in person assessments as needed. Upholds center policy and procedures, and CARF standards. This position requires utilizing a personal dependable vehicle to conduct Center business. Maintaining a dependable vehicle and certified driver status is a condition of employment.

**REQUIREMENTS**

**Education/Knowledge**: Associate/Bachelor of Nursing degree with course work or experience in the areas of cultural diversity, human development, primary care, etiology and treatment of mental illness, alcohol and drug abuse, physical and sexual abuse, suicide, and intellectual developmental delays. Must have Registered Nurse license valid in Tennessee.

**Experience:**  Experience in psychiatric nursing and acute care preferred. Basic computer skills required; experience with electronic medical record (EMR) preferred. Experience with interdisciplinary collaboration and care coordination preferred.

**Physical**: Minimal exposure to biological hazards. Frequent exposure to unpleasant odors. Hearing of normal and soft tones as well as close eye work. Valid driver's license. Lifting up to 50 lbs. Pushing/pulling up to 250 lbs. Frequent sitting, standing, walking, bending, stooping, and reaching. To ensure the safety of the clients and staff, this position requires certification in and adequate implementation of verbal and physical de-escalation techniques (*Handle with Care*) that include a wide range of bodily movements including but not limited to grasping, holding another person, getting down on knees, running, and walking.

**Additional Skills/Abilities**: Must have the ability to present professionally, work within a team format, and have the mental ability to exercise sound, clinical judgment under pressure.  Must have the ability to communicate effectively (both oral and written) and possess good time management and organizational skills. Applicants should possess the ability to relate to individuals and families of varied ethnic and cultural backgrounds, ages, educational levels, and economic circumstances with respect and dignity.  Excellent verbal, written, and computer skills are necessary in order to work effectively and collaboratively with clients, collaborating agencies, and community professionals, as well as maintaining proper documentation. Maintaining a dependable vehicle and certified driver status is a condition of employment. Must have or be able to obtain an F-endorsement during first month of employment. Certified driver status includes: having a valid driver license with F endorsement, valid car insurance, and 3 years of acceptable driving history. Must be capable of driving your personal vehicle to transport clients as necessary. This position requires utilizing a personal dependable vehicle to conduct Center business.

**TO APPLY**

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon clean drug screen, background check, and driving record. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*

***PRN COVID-19 Crisis Counselor – Greater Chattanooga Area***

**SUMMARY**

The PRN COVID-19 Crisis Counselor serves as a crisis counselor for individuals who call the COVID-19 Help Line. Directly interfaces with a variety of individuals to provide education, information, emotional support, and referral assistance to community members impacted by COVID-19. Ensures all calls are returned timely and provides excellent phone support. Documents all encounters in the Online Data Collection and Evaluation System (ODCES) according to FEMA and SAMHSA guidelines. This position requires utilizing a personal dependable vehicle to conduct Center business. Maintaining a dependable vehicle and certified driver status is a condition of employment.

**REQUIREMENTS**

**Education/Knowledge**: Bachelor's degree required.  Great people skills, expansive knowledge of community resources, exceptional phone engagement skills, and ability to travel to various locations and communities required. Must complete 8 hour online CORE Training prior to providing services.

**Experience**: Experience providing community resources, linkage, advocacy, and referral preferred. Computer experience preferred.

Applicants should possess the ability to relate to individuals and families of varied ethnic and cultural backgrounds, ages, educational levels, and economic circumstances with respect and dignity.  Excellent verbal, written, and computer skills are necessary in order to work effectively and collaboratively with clients, collaborating agencies, and community professionals, as well as maintaining proper documentation.

**Physical**: Exposure to biological hazards. Hearing of normal and soft tones. Close eye work. Lifting up to 50 lbs. Pushing/pulling up to 150 lbs. Frequent sitting, standing, walking, bending, stooping, and reaching. Extensive phone work.

**COMPENSATION**

Pay is based on staff’s level of educational attainment, starting at $12/hour for Bachelor’s prepared applicants.

**TO APPLY**

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts mandatory background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon a clean drug screen, clear background check, and driving record with a standard of allowed moving violations and accidents. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*

***Workforce Support Employment Specialist – Hamilton & McMinn Counties***

**SUMMARY**

The Workforce Support Employment Specialist - Hamilton/McMinn performs is responsible for the completion of all phases of employment service: 1) Intake, 2) Engagement, 3) Assessment, 4) Job Placement, 5) Job Coaching, and 6) Follow Along Supports. Ensures consumers have access to benefits counseling/work incentives planning. Works closely with IOP treatment teams to place consumers in competitive, diverse jobs that are tailored to meet the consumer's individualized needs and preferences. Develops and maintains a strong employer network. Adheres to the 8 Practice Principles of IPS and assists in maintaining fidelity to the model.

This position requires utilizing a personal dependable vehicle to conduct Center business. Maintaining a dependable vehicle and certified driver status is a condition of employment.

**REQUIREMENTS**

**Education/Knowledge**: Must have at least a Bachelor's degree in a health-related field of counseling, psychology, social work, sociology, or a behavioral science field with course work or experience in the areas of cultural diversity, human development, etiology and treatment of mental illness, alcohol and drug abuse, physical and sexual abuse, suicide, and intellectual/developmental disabilities. Candidates with a Bachelor's degree in rehabilitation, occupational therapy, criminal justice, education, or other fields; must have fifteen college-level semester hours of coursework in behavioral health and at least one year of work experience in the behavioral health setting.

**Experience**: One year experience in employment counseling, job placement, job coaching, or public vocational rehabilitation program required. Certification from a nationally recognized supported employment program is preferred. Applicants without certification must be eligible to obtain certification within the first 90 days of hire. Applicants should possess the ability to relate to individuals and families of varied ethnic and cultural backgrounds, ages, educational levels, and economic circumstances with respect and dignity.  Excellent verbal, written, and computer skills are necessary in order to work effectively and collaboratively with clients, collaborating agencies, and community professionals, as well as maintaining proper documentation.

**Physical**: Exposure to biological hazards. Hearing of normal and soft tones as well as close eye work. Valid driver's license. Lifting up to 50 lbs. Pushing/pulling up to 150 lbs. Frequent sitting, standing, walking, bending, stooping, and reaching. To ensure the safety of the clients and staff, this position requires certification in and adequate implementation of verbal and physical de-escalation techniques (*Handle with Care*) that include a wide range of bodily movements including but not limited to grasping, holding another person, getting down on knees, running, and walking. This position requires that the employee have an "F" endorsement on his/her Driver’s License to be available to transport individuals as needed. Transporting clients in a personal or Center vehicle is an essential function of this position.

**COMPENSATION**:

Salary range for this position starts at approximately $15.59 per hour depending on relevant experience and education.

**TO APPLY**:

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts mandatory background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon a clean drug screen, clear background check, and driving record with a standard of allowed moving violations and accidents. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*

***Safety Net Case Manager – Greater Chattanooga Area***

**SUMMARY**

The Safety Net Case Manager provides information and referral, agency linkage, advocacy, home visits and follow-up services as defined by the Case Management Service Plan. Provides crisis intervention and emergency services, as well as utilizes center-wide and community resources as needed for client benefit. Embraces key values of case management: empowerment, normalization, rehabilitation, and continuity of care. Utilizes community resources to ensure client needs are met.  Accesses benefits options to promote sustainable medical coverage and income needs. This position requires utilizing a personal dependable vehicle to conduct Center business. Maintaining a dependable vehicle and certified driver status is a condition of employment.

**REQUIREMENTS**

**Education/Knowledge:**Bachelor's degree in human services or related field with course work or experience in the areas of cultural diversity, human development, etiology and treatment of mental illness, alcohol and drug abuse, physical and sexual abuse, suicide, and mental retardation.

**Experience:**One year experience in a human services or related field preferred. Experience working with children preferred.

Applicants should possess the ability to relate to individuals and families of varied ethnic and cultural backgrounds, ages, educational levels, and economic circumstances with respect and dignity.  Excellent verbal, written, and computer skills are necessary in order to work effectively and collaboratively with clients, collaborating agencies, and community professionals, as well as maintaining proper documentation.  Must possess reliable transportation, a valid driver's license with an F endorsement OR the ability to acquire an F endorsement on driver's license, and transport clients.

**Physical**: Exposure to biological hazards. Hearing of normal and soft tones as well as close eye work. Valid driver's license. Lifting up to 50 lbs. Pushing/pulling up to 150 lbs. Frequent sitting, standing, walking, bending, stooping, and reaching. To ensure the safety of the clients and staff, this position requires certification in and adequate implementation of verbal and physical de-escalation techniques (*Handle with Care*) that include a wide range of bodily movements including but not limited to grasping, holding another person, going down on knees, running, and walking.

**COMPENSATION**:

Salary range for this position starts at approximately $15.39 per hour depending on relevant experience and education.

**TO APPLY**:

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts mandatory background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon a clean drug screen, clear background check, and driving record with a standard of allowed moving violations and accidents. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*

***BSL Workforce Development Specialist/Case Manager – Greater Chattanooga Area***

**SUMMARY**

Hamilton County Building Stable Lives Workforce Development Specialist will provide education and employment assistance and linkage to BSL referrals who are seeking higher education and employment opportunities.  This position works as part of a team with life coach, crisis case manager, BSL team leader, and services coordinator, providing education and employment assistance and linkage services to program consumers, primarily in community-based settings. Provides clinically appropriate transition to participants transitioning to life coaching aspect of the BSL program. Utilizes center wide and community services as needed for client benefit.  Embraces the key values of case management: empowerment, normalization, rehabilitation, and continuity of care.

**REQUIREMENTS**

**Education/Knowledge:** A Bachelor's degree in a health related field of counseling, psychology, or social work.  Candidates with a Bachelor's degree in rehabilitation, occupational therapy, criminal justice, and education must have fifteen (15) college-level semester hours of coursework in behavioral health and at least one (1) years of work experience in the behavioral health setting working with children and families.

**Experience:**Must have course work and or experience in the areas of cultural diversity, human development, etiology and treatment of mental illness, alcohol and drug abuse, physical and sexual abuse, suicide, and mental retardation.

**Physical:**Outpatient/Community based environment. Must pass a drug screen and background check. Required to be certified in, and effectively implement, verbal and physical de-escalation techniques that include a wide range of bodily movements including but not limited to, grasping, holding another person, getting down on knees, running, and walking. Must be capable of assisting in utilizing non-violent methods of crisis intervention including therapeutic holding. Physical de-escalation techniques will only be implemented at Helen Ross McNabb Center facilities, and not in community settings.  Maintaining a dependable vehicle and certified driver status is a condition of employment. Certified driver status includes having a valid driver license with F endorsement, valid car insurance, and 3 years of acceptable driving history. Must be capable of driving your personal vehicle to transport clients as necessary. This position requires utilizing a personal dependable vehicle to conduct Center business. Must have mental ability to exercise sound judgment under pressure. An essential job function is a reliable, predictable 40 hour per week job, on site and in the community, with regular attendance.

**TO APPLY**:

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts mandatory background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon a clean drug screen, clear background check, and driving record with a standard of allowed moving violations and accidents. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*

***Part-Time OnTrack Master’s Level Clinician - Greater Chattanooga Area***

**SUMMARY**

The Part-Time Master's Level OnTrack TN Clinician serves as the primary clinician that provides individual, group, and family counseling as part of the First Episode Psychosis/On Track TN model. Clinician provides weekly individual, group, or family psycho-therapy to adolescents and young adults ages 15-30 with a mental health diagnosis that involves symptoms evident of psychosis. Clinician works in a team format to meet the individual needs of clients in the program, while providing clinical recommendations for treatment. Clinician will help clients clarify goals, cope with stressful situations, interact more effectively with other people, and generally to overcome barriers to client's recovery Clinician is to provide psycho-social assessments for clients and provides diagnosis and appropriate referrals for clients assessed, as needed. Clinician provides crisis intervention and emergency services as needed. The primary clinician will rotate in a 24 hour/7 day a week on-call schedule. Treatment modalities used by Master's level clinicians providing therapy services include Dialectical Behavior Therapy (DBT), Cognitive Behavior Therapy (CBT), CBT for psychosis (CBTp), Trauma-Focused Cognitive Behavior Therapy (TF-CBT), Attachment, Self-Regulation and Competency (ARC). Functions as a member of a treatment team to plan, implement, and evaluate successful interventions for individuals and families. Clinician embraces the key values of clinical services: empowerment, normalization, rehabilitation, and continuity of care.  Provides administrative duties for the OnTrack TN program including supervisory responsibilities, training of new staff members and continued staff development, monthly reporting in house and to the state of Tennessee (TDMHSA), and the promotion of the program with outside agencies.  Conducts administrative and clinical supervision to a coordinated specialty care team. This position requires utilizing a personal dependable vehicle to conduct Center business. Maintaining a dependable vehicle and certified driver status is a condition of employment.

**REQUIREMENTS**

**Education/Knowledge**: Master's Degree in Human Services or related field with course work or experience in the areas of cultural diversity, human development, etiology and treatment of mental illness, alcohol and drug abuse, physical and sexual abuse, suicide, and developmental disabilities.

**Experience**: Master's degree in Human Services or related field. One year experience in the social work field or a behavioral health setting preferred. Knowledge of etiology and treatment of mental illness, physical and sexual abuse, suicide, human development, and cultural diversity. Ability to effectively and ethically counsel children and families.  Ability to present professionally and work within a team format to plan, implement, and evaluate successful interventions.  Ability to effectively run and process groups.  Ability to work within a team format to meet positive goals for children and adults and interface with other agencies involved in the ecology of the individual. Ability to exercise sound judgment and effective decision-making, ability to set and demonstrate appropriate boundaries, ability to be an empathic listener, flexibility, willingness, and adaptability to working with diverse populations.  Must also have the ability to communicate effectively and possess good time management and organizational skills. Applicants should possess the ability to relate to individuals and families of varied ethnic and cultural backgrounds, ages, educational levels, and economic circumstances with respect and dignity.  Excellent verbal, written, and computer skills are necessary in order to work effectively and collaboratively with clients, collaborating agencies, and community professionals, as well as maintaining proper documentation.

**Physical**: Exposure to biological hazards. Hearing of normal and soft tones as well as close eye work. Valid driver's license. Clinical staff members must possess reliable transportation, the ability to acquire an F endorsement on driver's license, and transport clients. Lifting up to 50 lbs. Pushing/pulling up to 150 lbs. Frequent sitting, standing, walking, bending, stooping, and reaching. To ensure the safety of the clients and staff, this position requires certification in and adequate implementation of verbal and physical de-escalation techniques (*Handle with Care*) that include a wide range of bodily movements including but not limited to grasping, holding another person, getting down on knees, running, and walking.

**TO APPLY**:

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts mandatory background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon a clean drug screen, clear background check, and driving record with a standard of allowed moving violations and accidents. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*

***Adult IOP Master’s Level Clinician (Silver Linings) - Greater Chattanooga Area***

**SUMMARY**

The Master's IOP Clinical Counselor will be responsible for the maintenance of all clinical and therapeutic functions of the IOP Program.  The therapist must be able exercise sound judgment and effective decision making, ability to set boundaries, aptitude for empathetic listening, flexibility, willingness, and adaptability to working with diverse populations. Must have the ability to communicate effectively and possess good time management and organizational skills. Therapist must be able to work independently and in a team setting, while adhering to federal confidentiality laws and accepted standards and guidelines. Must be able to initiate and maintain clinical relationships and interact appropriately with referral sources. This position requires utilizing a personal dependable vehicle to conduct Center business. Maintaining a dependable vehicle and certified driver status is a condition of employment.

**REQUIREMENTS**

**Education/Knowledge**: Graduation from an accredited college or university with a Master's Degree in Psychology, Marriage and Family therapy, Community Agency Counseling, Social Work, or other closely related field of study. Extensive knowledge of addiction and general knowledge of mental health and co-occurring disorders are essential.  Knowledge of 12 step programs, assessment, diagnosis, treatment planning, and aftercare are also required.

**Experience**: Experience working with adults in group setting, as well as, previous experience in the alcohol and drug field is mandatory. Applicants may have other counseling skills and/or treatment/recovery environment experience that could accommodate this position.

Applicants should possess the ability to relate to individuals and families of varied ethnic and cultural backgrounds, ages, educational levels, and economic circumstances with respect and dignity.  Excellent verbal, written, and computer skills are necessary in order to work effectively and collaboratively with clients, collaborating agencies, and community professionals, as well as maintaining proper documentation.

**Physical:**Exposure to biological hazards. Hearing of normal and soft tones. Close eye work. Must possess a valid Tennessee driver's license. Frequent sitting, standing, walking, bending, stooping may be required. Computer work involving frequent usage of hands, fingers, and wrists. This position requires certification in and adequate implementation of verbal and physical de-escalation techniques that include a wide range of bodily movements including but not limited to grasping, holding another person, getting down on knees, running, and walking.

**TO APPLY**:

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts mandatory background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon a clean drug screen, clear background check, and driving record with a standard of allowed moving violations and accidents. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*  
  
***Master’s Level Clinician IST (Children & Youth) – Greater Chattanooga Area***  
  
**SUMMARY**

The Master's Level C&Y IST Clinician in the Greater Chattanooga Area provides individual and family psycho-therapy to children with mental health diagnosis, or are at the onset of mental illness, and may be experiencing a family disruption or school problem.  Clinician will ensure compliance with productivity standards set by the Program Coordinator by scheduling determined number of clients for weekly sessions, providing follow up phone calls when clients cancel or miss scheduled appointments, and provide support staff with information for appointment reminder calls.  Clinician will attend monthly treatment team meetings and provide the prescriber with needed information regarding clients' current situation and family circumstances. Clinician will attend doctor appointments as needed, will discussion options/goals for clients receiving services, and will provide crisis intervention and emergency services as needed. Clinician embraces the key values of clinical services: empowerment, normalization, rehabilitation, and continuity of care.  Clinician adheres to HRMC policies and procedures. An essential job function is a reliable, predictable 40 hour per week job, on site, with regular attendance. This position requires utilizing a personal dependable vehicle to conduct Center business. Maintaining a dependable vehicle and certified driver status is a condition of employment.

**REQUIREMENTS**

**Education/Knowledge:**Master's degree in Human Services or related field with course work or experience in the areas of trauma, cultural diversity, human development, etiology and treatment of mental illness, alcohol and drug abuse, physical and sexual abuse, suicide, and mental retardation.

**Experience:**One year experience in a human services or related field preferred.

Applicants should possess the ability to relate to individuals and families of varied ethnic and cultural backgrounds, ages, educational levels, and economic circumstances with respect and dignity.  Excellent verbal, written, and computer skills are necessary in order to work effectively and collaboratively with clients, collaborating agencies, and community professionals, as well as maintaining proper documentation.  Clinical staff members must possess reliable transportation, the ability to acquire an F endorsement on driver's license, and transport clients.

**Physical**: Exposure to biological hazards. Hearing of normal and soft tones as well as close eye work. Valid driver's license. Frequent sitting, standing, walking, bending, stooping, and reaching. To ensure the safety of the clients and staff, this position requires certification in and adequate implementation of verbal and physical de-escalation techniques (*Handle with Care*) that include a wide range of bodily movements including but not limited to grasping, holding another person, getting down on knees, running, and walking.

**TO APPLY**:

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts mandatory background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon a clean drug screen, clear background check, and driving record with a standard of allowed moving violations and accidents. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*  
  
***Supportive Housing Program Coordinator – Greater Chattanooga Area***

**SUMMARY**

This position requires the ability to exercise sound judgment under pressure, utilize effective decision-making skills, set and demonstrate appropriate boundaries, be an empathetic listener, have flexibility, effectively balance supervisory role with direct care, communicate effectively, mange time wisely, stay organized, and be willing & adaptable to working with diverse populations. The ILS Program Coordinator is responsible for direct supervision of Mental Health Technicians with the Supportive Housing program as well as Case Managers in our Intensive Long-Term Support program. This requires a high level of interpersonal and supervisory skills, knowledge of recovery as applies to mental health setting, and high level of organization. The ILS services are community based with a strong supportive housing component (80% of the contacts are basic living skills focused). The Program Coordinator serves as a clinical member of a multi-disciplinary team that provides treatment, rehabilitation, and support for Severe & Persistent Mental Illness (SPMI) client population. A strong commitment to SPMI population with a goal of helping client & family maintain within their environment & community and encourage they learn to access appropriate services is essential for this position. The Program Coordinator will ensure that Case Managers provide direct clinical services to individuals, groups, and families to facilitate client/family knowledge in regards to various aspects of mental health care, medication compliance, healthy coping skills, and resources available to support client/family growth & development. When an Intensive Long-term Support Case Manager is not available, the Program Coordinator will also be responsible for performing tasks supporting the Case Manager position. Must be able to work flexible hours to meet the needs of the program, especially in regards to 24/7 programming, which entails a minimum of 40 hours a week, including a minimum of 1 week per month of 24 hour on-call, and on-site coverage during holidays with compensation of 9 additional holiday days per year.

**REQUIREMENTS**

**Education/Knowledge:**Master's Degree in health related field of counseling, psychology, social work, sociology or a behavioral science field with course work or experience in the area of cultural diversity, human development, etiology and treatment of mental illness, alcohol and drug abuse, physical and sexual abuse, suicide, and intellectual and developmental disabilities.

**Experience:**Two years of related work experience.

**Physical:**Possible exposure to biological hazards. Hearing of normal and soft tones. Close eye work. Lifting up to 50 lbs. Pushing/pulling up to 150 lbs. Frequent sitting, standing, walking, bending, stooping, and reaching. Must pass a drug screen and background check. Required to be certified in, and effectively implement, verbal and physical de-escalation techniques that include a wide range of bodily movements including but not limited to, grasping, holding another person, getting down on knees, running, and walking. Must be capable of assisting in utilizing non-violent methods of crisis intervention including therapeutic holding. Physical de-escalation techniques will only be implemented at Helen Ross McNabb Center facilities, and not in community settings.  Maintaining a dependable vehicle and certified driver status is a condition of employment. Certified driver status includes: having a valid driver license with F endorsement, valid car insurance, and 3 years of acceptable driving history. Driving the Center van to transport clients is expected of staff in this position and requires the individual to be eligible for coverage under HRMC insurance policy. Must be capable of driving your personal vehicle to transport clients and/or conduct Center business as needed. Must have mental ability to exercise sound judgment under pressure. Must have the ability to document in the Electronic medical record using correct grammar, punctuation and spelling.

**COMPENSATION**:

Salary range for this position starts at approximately $45,752 per year depending on relevant experience and education.

**TO APPLY**:

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts mandatory background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon a clean drug screen, clear background check, and driving record with a standard of allowed moving violations and accidents. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*

***PRN Master’s Level Clinician – McMinn County***

**SUMMARY**

The PRN Master's Level Clinician - McMinn provides weekly individual and family psychotherapy to children, adolescents and adults with mental health diagnosis, or are at the onset of mental illness, and may be experiencing a family disruption or school/work problem.  Clinician will ensure compliance with productivity standards set by the Program Coordinator by scheduling determined number of clients for weekly session, providing follow up phone calls when clients cancel or miss scheduled appointments, and provide support staff with information for appointment reminder calls.  Clinician will attend monthly treatment team meetings and provide the prescriber with needed information regarding clients' current situation and family circumstances.  Clinician will attend doctor appointments as needed, will discuss options/goals for clients receiving services, and will provide crisis intervention and emergency services as needed.  Clinician will embrace the key values of clinical services: empowerment, normalization, rehabilitation, and continuity of care. This position requires utilizing a personal dependable vehicle to conduct Center business. Maintaining a dependable vehicle and certified driver status is a condition of employment.

**REQUIREMENTS**

**Education/Knowledge**: Must have Master's degree in Human services or related field, with course work or experience in the areas of trauma, cultural diversity, human development, etiology and treatment of mental illness, alcohol and drug abuse, physical and sexual abuse, suicide, and intellectual disabilities.

**Experience**: One year experience in a human services or related field preferred.

Applicants should possess the ability to relate to individuals and families of varied ethnic and cultural backgrounds, ages, educational levels, and economic circumstances with respect and dignity.  Excellent verbal, written, and computer skills are necessary in order to work effectively and collaboratively with clients, collaborating agencies, and community professionals, as well as maintaining proper documentation.  Clinical staff members must possess reliable transportation, the ability to acquire an F endorsement on driver's license, and transport clients.

**Physical**: Exposure to biological hazards. Hearing of normal and soft tones as well as close eye work. Valid driver's license. Lifting up to 50 lbs. Pushing/pulling up to 150 lbs. Frequent sitting, standing, walking, bending, stooping, and reaching. To ensure the safety of the clients and staff, this position requires certification in and adequate implementation of verbal and physical de-escalation techniques (*Handle with Care*) that include a wide range of bodily movements including but not limited to grasping, holding another person, getting down on knees, running, and walking.

**TO APPLY**:

Go to <https://mcnabbcenter.e3applicants.com/careers> & select McMinn from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts mandatory background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon a clean drug screen, clear background check, and driving record with a standard of allowed moving violations and accidents. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*

***Mental Health Technician - Greater Chattanooga Area***

The Supportive Housing program operates 24/7/365, serving between 8-12 residents in each of our 5 houses. Some residents are with us long-term while others stay for a few weeks before moving on. Our staff do not perform ADLs but are responsible for ensuring the safety and wellbeing of our clients. Those with a background in social services or residential care are encouraged to apply.   
  
We currently have a full-time temporary and a full-time regular position available!

**Responsibilities**

* Implement and monitor daily activities for clients in Supportive Housing programs, including both in-house and community-based options
* Ensure safety, welfare, and direct supervision of all clients
* Monitor and document changes in client symptoms or behavior in the electronic medical record (EMR)
* Maintain accurate client medical records in the EMR
* Educate clients about health maintenance and emphasizes recovery-based concepts
* Encourage clients to participate in daily activities, including personal hygiene & medical care
* Communicate with supervisors and patient care team regarding client care
* May transport clients to/from community-based activities in a company vehicle as approved by supervisor

**Qualifications**

* Bachelor's degree preferred, will consider Associate's or High School with experience
* Previous experience in the social work field or a behavioral health setting
* Familiarity with computer software and equipment to effectively document client records in the EMR, accurately document time in timesheet, and communicate with coworkers via email
* Ability to build rapport with patients, communicate effectively, and remain calm during stressful situations
* Strong problem solving and critical thinking skills
* Skill in maintaining appropriate professional boundaries
* Ability to thrive in a fast-paced environment
* Willing to lead psycho-educational groups on living skills
* Will treat all individuals with dignity and respect at all times regardless of age, education, race or cultural background, etc
* May need to push/pull up to 150lbs and lift up to 50lbs
* Frequent sitting, standing, walking, bending, stooping, and reaching.
* Normal/corrected vision to see up close and at a distance
* Able to hear normal/soft tones
* Exposure to biological hazards is possible in this role
* All staff in this position are required to successfully complete certification in verbal and physical de-escalation training (*Handle with Care*) during their first week of employment. Training is provided by employer and includes a wide range of bodily movements including but not limited to grasping, holding another person, getting down on knees while holding another person, running, and walking.
* Staff must be capable of utilizing non-violent methods of crisis intervention including therapeutic holds
* Staff over the age of 25 will be required to have a valid driver's license and car insurance as well as be able to obtain an F-endorsement on their TN driver license within the first 2 weeks of hire. They should also have fewer than 3 incidents and/or accidents on their MVR.

**TO APPLY**

Go to <https://mcnabbcenter.e3applicants.com/careers> & select Hamilton from the Location drop-down menu.

The McNabb Center ([www.mcnabbcenter.org](http://www.mcnabbcenter.org/)) is a premier not-for-profit provider of behavioral health services.  The Center provides quality care and serves all ages in a continuum of prevention, early intervention, social, co-occurring, addiction, outpatient, and crisis services. HRMC is an EOE. HRMC conducts mandatory background checks, driver's license record, degree verification, and drug screens at hire. Employment is contingent upon a clean drug screen, clear background check, and driving record with a standard of allowed moving violations and accidents. Additionally, certain programs are subject to TB Screening and/or testing.  Bilingual applicants are encouraged to apply.

*This job description is not intended to be all-inclusive; and employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.  This organization reserves the right to revise or change job duties as the need arises.  Moreover, management reserves the right to change job descriptions, job duties, or working schedules based on their duty to accommodate individuals with disabilities.  This job description does not constitute a written or implied contract of employment.*

\*\*\*