

DATE: 10/03/2011		JOB TITLE:	Program Manager
REQUESTED BY:	Stephanie Olsen	PROGRAM CODE:	479
PROGRAM/DEPT. NAME	Indio Center for Change		
CITY:	Cathedral City	EMAIL ADDRESS:	StOlsen@mhsinc.org
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Where would you like to advertise? Check all that apply:		Quote Needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Non-Fee Ads: <input type="checkbox"/> NP Works <input checked="" type="checkbox"/> Cal Jobs <input type="checkbox"/> Other: <i>Please specify</i>			
Flat-Fee Web Based Ads: <input checked="" type="checkbox"/> Craig's List <input type="checkbox"/> Monster <input type="checkbox"/> Career Builder <input type="checkbox"/> Social Service.com <input type="checkbox"/> Other: <i>Please Specify</i>			
Print Media – per line/word fee: <input type="checkbox"/> Union Tribune <input checked="" type="checkbox"/> The Reader <input type="checkbox"/> Job Giant <input type="checkbox"/> North County Times <input type="checkbox"/> Fresno Bee <input type="checkbox"/> Press Enterprise <input type="checkbox"/> San Bernardino Sun <input type="checkbox"/> Other: <i>Please specify</i>			
Education Level:	Salary: \$11.00-\$13.00		Hours Week: 40

The following information will be included in selected Non-Fee and Flat-Fee Web Based Ads:

Company Description

MHS was established over 30 years ago to provide mental health and substance abuse services. Our mission is to improve the lives of individuals, families, and communities impacted by substance abuse and behavioral health disorders. Towards accomplishing this mission, MHS operates a variety of programs spanning California and Utah. MHS provides a full range of outstanding benefits to eligible employees, including ongoing training and education opportunities. MHS is an equal opportunity employer. Please visit our website www.mhsinc.org

Program Description

Indio Center for Change (ICFC) is a non-profit organization that works with families who have a history of substance abuse. ICFC works in conjunction with Child Protective Services (CPS) in rebuilding these families' lives. We provide intensive counseling and case management services to parents who have been contacted by and are under supervision of Child Protective Services.

Position Description

- Case Managers act as liaison between treatment providers and the client. Case Managers are responsible for intake and client need assessment, arrangement and coordination of comprehensive services, referral to AOD treatment and recovery services, monitoring and evaluation of client progress and changing client needs and client advocacy. The primary task of the Case Manager is assisting clients with the development of social and community support systems that provide treatment and recovery opportunities promote stability and enable the client the opportunity to find and continue employment. Case Managers offer their community outreach abilities and extensive knowledge of community resources.

Education/Experience Requirements

- EDUCATION and WORK EXPERIENCE:
- Substance Abuse Counselors must meet one of the following:
 1. Certified as Alcohol and Other Drug Counselor or working toward certification.
 2. Working knowledge of substance-abuse programs and treatment, relapse prevention and 12 step programs.
 3. Knowledge of cognitive therapy techniques
 4. If recovering from alcohol or drug problems, at least three years of clean and sober, active and continuous recovery
 5. At least two years off probation or parole status.

The following description will be included in selected Print Media Ads only:

MHS is an equal opportunity employer with programs spanning California and Utah. www.mhsinc.org