



Open Positions – 8/9/2017

Next Step Cottage

Client Supervisor part-time: Saturday and Sunday 8am-8pm, Tuesday 4-6pm staff meeting. Responsibilities include: Monitoring and supervising clients, providing transportation, clerical tasks as assigned. HS or GED & 1 year related experience. Hourly rate based upon experience: \$12.13-\$14.44.

Outpatient Services - Willimantic

Administrative Assistant I: 11:30-7:30pm Monday - Thursday and 9am-5pm Friday. Responsibilities include: Answering the phones, greeting clients, checking in clients, scheduling appointments, reminder calls to clients, payment collection, data entry, toxicology monitoring and filing. High school diploma or GED and 1 year related experience. Hourly rate based on experience \$12.13-\$14.44.

Clinician - 20 hours. Responsible for substance use & mental health assessments and intakes, facilitating groups and carrying a caseload. Master's Degree in related field and 1 year related exp. Salary based on experience: \$19.07-\$22.69; professional licensure preferred (LCSW or LPC). Will consider license eligible candidates.

Case Manager I part time – Shelter Outreach: Assist clients in local homeless shelter with obtaining housing, completing documents for entitlements, and providing transportation to treatment services. Ensures all client information is entered into the database. Bachelor's degree or Associate's degree and 1 year related experience required. Bilingual Spanish preferred. Hourly rate based on experience: \$13.60-\$16.19.

Risk Reduction Outreach

Risk Reduction Outreach II: Monday–Friday 8:30-4:30pm. Duties: presentations on HIV & sex education, promote harm reduction, provide Narcan training, complete HIV and Hep C testing, conduct home visits, assist the syringe exchange program, refer clients to appropriate services, provide follow-up case management. Bachelor's degree and 2 years related experience or Associate's degree and 3 years related experience required. Hourly rate based on experience: \$15.60-\$17.67.

Client Supervisor Substitutes: needed for all shifts \$11.50 per hour at **Next Step Cottage, Grace House and Perception House.**

Resume to Kathleen at Administration. Please specify position.