



## JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Adult Community Based Services –Supervisor	00032067
POSTING DATE	DEADLINE DATE
March 9, 2017	Until filled
POSITION LOCATION	
<b>Recovery Services</b> <b>Lafayette, Ga</b>	
GENERAL NATURE OF JOB DUTIES	
<p>Provide Direct Supervision of ACBS staff including but not limited to monthly formal supervision sessions, ongoing daily informal supervisions, plan and conduct monthly staff meetings, managing time and leave, completing Performance Management Forms, disciplinary actions related to staff, ACBS staffing issues, ensuring quality services, managing staff productivity, monthly reports to DBHDD, ensure timely processing and assigning of ACBS referrals, conduct annual Behavioral Health Assessments for individuals enrolled in ACBS and other Recovery Services programs, and providing crisis services as needed. Primary work hours are Mon-Fri 8:30 a.m. to 5:00 p.m. however, some nights and weekends may be required. Flexibility of schedule is a must.</p>	
MINIMUM QUALIFICATIONS	
<p>Master’s Degree in a related field from and accredited college or university AND three years’ related experience, with at least one year in a supervisory role OR a Bachelor’s Degree in a related field from and accredited college and university AND Five year’s related experience OR one year related experience at the lower level Social Services Program Coordinator or position equivalent.</p> <p><b>Preferred Qualifications:</b> Licensure as a Licensed Clinical Social Worker (LMSW will be considered), Licensed Professional Counselor (LAPC will be considered), or Licensed Marriage and Family Therapist (LAMT will be considered) by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists. Previous Supervisory Experience is also preferred.</p>	
HOW TO APPLY	
<p>Applicants should submit a <b>Lookout Mountain Community Services Application</b> to the following:</p> <p style="text-align: center;">           Lookout Mountain Community Services            ATTENTION: Human Resources Department            PO Box 1027            LaFayette, GA 30728            E-Mail: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a>            Telephone: 706-638-5580 x 4114            FAX: 706-638-5445         </p> <p><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application</i> should be filled out carefully and completely with <b>the last ten years of work history</b> included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</p> <p style="text-align: center;"><b>APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</b></p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING  
AN EQUAL OPPORTUNITY EMPLOYER**