

# Lookout Mountain Community Services

## Job Announcement

JOB TITLE	POSITION NUMBER
<b>Social Service Tech 3</b>	00032148
POSTING DATE	DEADLINE DATE
September 15, 2017	until filled
POSITION LOCATION	
Recovery Services Adult Community Based Services Lafayette, GA	
GENERAL NATURE OF JOB DUTIES	
<p>Educates and assists individuals in utilizing community based resources. Assists in the development of goals based on needs to include psychiatric, medical, substance abuse social/leisure, educational/employment, family and adult daily living skills. Assists with housing needs, and entitlement benefits.</p> <p>Primary work schedule is M-F 8:30 am-5:00 pm. Flexibility is a must. Some evenings and weekends hours may be required.</p>	
MINIMUM QUALIFICATIONS	
<p>High school diploma or GED and three years' experience in a social services related position OR Bachelor's degree in a social services related field and one year experience in a social services related position. Knowledgeable about treatment planning. Good computer skills required.</p> <p><b>Preferred Qualifications: Completion of a bachelor's degree in social services and one year experience in the mental health field.</b></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 style="text-align: center;"><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/resumes received we are unable to provide information on your application/resume 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>Applications/resumes 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/resume is not complete you may forfeit the opportunity of an interview. Keep a copy of your application/resume. Copying service is not available at LMCS.</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 may require pre-employment drug testing  
An Equal Opportunity Employer