

A New Leaf

Helping Families... Changing Lives

External Open Position List and Internship Information

January 15, 2010 To January 25, 2010

Note: How to apply and internship/externship information listed below.

MESA LOCATIONS

Position and Program	Schedule and Salary Information	Minimum Skills/Requirements Job Duties/ Responsibilities (Included but not Limited to):
<p><u>Psychiatrist - Contract</u></p> <p>Outpatient Counseling Services</p>	<p>SCHEDULE: Full and Part Time positions available. Mondays to Fridays. Hours will vary to meet program needs.</p> <p>SALARY: Contract. Rate will commensurate with education & work experience.</p>	<p>MINIMUM EDUCATION/SKILLS/REQUIREMENTS: M.D. or D.O. degree; completion of an accredited residency in psychiatry; certified in psychiatry + child/adolescent psychiatry; current Arizona license to practice medicine.</p> <p>JOB DUTIES AND RESPONSIBILITIES: (Included but not limited to): We are looking for an experienced Psychiatrist to provide services to children from age Birth through 17.</p> <p>You will Performing psychiatric evaluations, and medical check- ups. Prescribe and monitor psychotropic medications. Consult with the clinical staff as necessary regarding client care.</p>
<p><u>B.H.P.P./Support Partner</u></p> <p>Domestic Violence Shelter</p>	<p>SCHEDULE: Full Time Position. Wednesdays to Saturdays. 6:30 AM to 4:30 PM. Hours might vary to meet program needs</p> <p>SALARY: \$10.00 per hour.</p>	<p>MINIMUM EDUCATION/SKILLS/REQUIREMENTS: We are looking for people to promote, model, and teach social skills. The ideal candidate will possess a minimum of a HS/GED Diploma. AA Degree in Behavioral Health is preferred.</p> <p>Experience working with domestic violence population preferred. Good knowledge of DV and resources, as well as MS office skills required. Bilingual: Spanish/English a plus. This position might have other requirements</p> <p>JOB DUTIES & RESPONSIBILITIES (Included but not limited to): The Support Partner/BHPP position will provide varied verbal and physical crisis intervention and counseling; assist with “wake-up” call; document (verbal/written) and submit significant and routine paperwork such as progress notes, statistics reports, daily activities, upcoming events, special concerns, varied incident reports, etc., as required by the program and submit to appropriate personnel.</p>

<p>Behavioral Health Counselor 1</p> <p>Outpatient Counseling Services</p>	<p><u>SCHEDULE:</u> Various Full Time positions available. Mondays to Fridays. 8:00 Am to 5:00 PM. Hours might vary according to program needs.</p> <p><u>SALARY:</u> Salary commensurate with education & work experience</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u></p> <ol style="list-style-type: none"> 1) Master Degree required. 2) Independent License required. 3) Must have experience counseling children and adolescents. 4) Must have experience conducting assessments 5) Experience with DES/CPS required. 6) Bilingual: English and Spanish a big plus. <p><u>JOB DUTIES & RESPONSIBILITIES</u> (Included but not limited to):</p> <ol style="list-style-type: none"> 1. Provide assessments, consultations, and counseling to children in a DES/CPS system. Half time is for assessments and half time is working with DES/CPS. 2. Attend and actively contribute to weekly staff and training meetings. 3. Document and submit significant and routine paperwork such as progress notes, periodic assessments, statistical reports, daily activities and varied incident reports, etc., as required by the program and submit to appropriate personnel. 4. Effectively build and participate in Child and Family Teams 5. Must be able to work in a collaborative team environment in a fast-paced clinic and co-location setting. 6. Provide varied verbal and physical crisis intervention and counseling.
<p>Behavioral Health Counselor 1</p> <p>Outpatient Counseling Services</p> <p>(C.P.S./D.E.S. Gilbert Co-Location)</p>	<p><u>SCHEDULE:</u> Full Time position. Mondays to Fridays. 9:00 AM to 6:00 PM. Hours might vary to meet program needs.</p> <p><u>SALARY:</u> Salary commensurate with education & work experience.</p> <p><u>NOTE:</u> Needs to be licensed. Needs to have experience with DES/CPS. Position is for assessments half-time and working with DES/CPS half-time.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u></p> <ol style="list-style-type: none"> 1) Master Degree required. 2) Independent License required. 3) Must have experience counseling children and adolescents. 4) Must have experience conducting assessments 5) Experience with DES/CPS required. 6) Bilingual: English and Spanish a big plus. <p><u>JOB DUTIES & RESPONSIBILITIES</u> (Included but not limited to):</p> <ol style="list-style-type: none"> 1. Provide assessments, consultations, and counseling to children in a DES/CPS system. Half time is for assessments and half time is working with DES/CPS. 2. Attend and actively contribute to weekly staff and training meetings. 3. Document and submit significant and routine paperwork such as progress notes, periodic assessments, statistical reports, daily activities and varied incident reports, etc., as required by the program and submit to appropriate personnel. 4. Effectively build and participate in Child and Family Teams 5. Must be able to work in a collaborative team environment in a fast-paced clinic and co-location setting. 6. Provide varied verbal and physical crisis intervention and counseling.

<p><u>Community Support Workers</u></p> <p>Community Based Program</p>	<p><u>SCHEDULE:</u> 10 Part Time positions available throughout the East Valley area. Various shifts to include overnights and weekends. Hours will vary depending on family and/or program needs. Flexibility with schedule required.</p> <p><u>SALARY:</u> \$15.00 per hour.</p> <p><u>LOCATION:</u> Various cities in the East Valley.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> The ideal candidate will possess a HS/GED Degree. College degree preferred. 2 plus years of behavioral health experience required. Experience working with youth required. You must be able to provide exceptional customer service. Must be punctual; have good computer knowledge. Bilingual: Spanish and English a plus. This position might have other requirements.</p> <p><u>JOB DUTIES & RESPONSIBILITIES:</u> duties and responsibilities include but are not limited to the following: In this role you will engage in Family Centered, strengths-based treatment planning and coordination and reports consumer needs to Child and Family Team; develop and maintains therapeutic relationships with consumers and significant support systems; provide information, education and guidance to consumers and support system members, advocacy, and coordination of care.</p> <p>You will meet frequently with consumers in their natural setting, or the setting of their choice; serve as a positive role model/mentor for the consumer; provide minimal tutoring/help with homework if applicable as well as accompany consumer to approved activities. You will also help strengthen connections to positive community resources identified by the Child and Family Team; serve as a member of a Child and Family Team if requested by the family and attends all CFT meetings and maintain accurate, thorough and current documentation of contact with consumers/families, among other duties.</p>
<p>Case Manager</p> <p>Foster Care</p>	<p><u>SCHEDULE:</u> Full Time position (30 hours). Mondays to Fridays. 8:00 Am to 5:00 PM. Hours will vary to meet program and/or client needs.</p> <p><u>SALARY:</u> \$12.50 per hour.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> The ideal candidate must possess a HS/GED Diploma plus 2 years of recent related experience required or an AA degree in Behavioral Health plus 1 year of experience required. Bilingual in Spanish/English is a plus.</p> <p>The selected individual must be must work well with others and be able to maintain confidentiality with sensitive information. Dependability, organization, productivity, attention to detail, and multi-tasking capabilities are also important. Excellent written and oral communication skills are required. Experience with MS Office including Word, Excel, PowerPoint and Access is required. Professional presentation and appearance are a must. This position might have other requirements.</p> <p><u>JOB DUTIES & RESPONSIBILITIES:</u> In this position you will be directly responsible to the supervisor for administrative and clinical issues regarding admission, discharge and utilization management issues, while being in conformance with accepted clinical practice and the agency's program definition and policies (as relevant to program/client needs) as well as being responsible for licensing and supervising a case load.</p> <p>To succeed in this role you must become skilled in building/supporting Child and Family Teams or any alternate collaborate approach; develop and maintain collaborative relationships with consumers, their family members and significant support systems.; meet frequently with consumers and family members in their natural setting; providing face to face and telephone crisis interventions (while under appropriate clinical supervision); and be able to navigate through multiple computer systems; among other things.</p>

<p><u>Professional Foster Parents and/or Respite Providers</u></p> <p>Foster Care</p> <p>(H.C.T.C.)</p>	<p>A New Leaf’s Home Care Training (HCT) Program, matches experienced people interested in becoming licensed Professional Foster Parents and/or Respite Providers to children ages 5-18 in our community that have special emotional and behavioral needs.</p> <p><u>SCHEDULE & PAY COMMENTS:</u> Children live in your home. Respite time available. Helping Children • Monthly reimbursement • Ongoing 24/7 support • Allowances for the foster child’s specific needs such as for clothing, gifts, etc. • Medical, dental and prescription coverage for the child/adolescent • Free initial training • Free ongoing training • Great rewards!</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> Must meet all of the following:</p> <ol style="list-style-type: none"> 1) Must have a degree in a related field to behavioral health and/or a minimum of 1 year experience working directly with children that have high behavioral and emotional needs. 2) Have excellent communication skills and be able to interact with these children, and community members to advocate and continue the care necessary. 3) Good computer knowledge and writing ability to document therapeutic care for each child and communicate with all team members as to the care the child is receiving. 4) Direct access to a computer, able to be fingerprinted & must pass criminal background check 5) Submit Physician Statement as to your ability to physically and emotional care for a child/adolescent with high needs. 6) Must attend all trainings, provide minimum 5 references, and adhere to home requirements, and pass an inspection for your home to be safe for these children. 7) 21 years of age <p><u>JOB DUTIES & RESPONSIBILITIES:</u> This position interacts with all levels, both inside and outside of the agency (e.g: Case managers, courts, other agencies, schools etc). A Full Description of Duties and Responsibilities will be provided at interview. You will be caring for children and adolescents with high levels of behavioral, emotional and psychiatric needs. In many cases these children have been victims of severe emotional, physical or sexual abuse. They are in need of a nurturing, structured and supportive home with caring “parent” roles that will help them heal and thrive.</p>
<p><u>Group Facilitator</u></p> <p>Detention Alternative Youth Program</p>	<p><u>SCHEDULE:</u> Flexibility with schedule required. Days and hours to be determined.</p> <p><u>SALARY:</u> Salary commensurate with education & work experience.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u></p> <p>The ideal candidate will possess a Bachelors Degree. Be self motivated, and have great interpersonal skills. Must have excellent organizational and writing skills, and be able to write progress notes. Ability to participate in weekly trainings is required. Bilingual: Spanish/English a plus. This position might have other requirements</p> <p><u>JOB DUTIES & RESPONSIBILITIES</u> (Included but not limited to):</p> <p>The Group Facilitator will be responsible for the implementation and facilitation of Behavior Specific Education Groups, Anger Management and Pathways for Youth. Also, the case management activities for clients enrolled in the groups and outreach and education to referring sources, primarily JPO.</p> <p>In this role you will provide group facilitation between 10-20 juveniles ages 12-17. You will be responsible for Group Planning and implementing, outreach, case management and public relations.</p>

<p>Case Manager</p> <p>Foster Care</p>	<p><u>SCHEDULE:</u> Full Time position. Mondays to Fridays. 8:00 Am to 5:00 PM. Hours will vary to meet program and/or client needs.</p> <p><u>SALARY:</u> \$25K - 26.5 K per year depending on education and work experience.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> The ideal candidate must possess a HS/GED Diploma plus 2 years of recent related experience required or an AA degree in Behavioral Health plus 1 year of experience required. Bilingual in Spanish/English is a plus.</p> <p>The selected individual must be must work well with others and be able to maintain confidentiality with sensitive information. Dependability, organization, productivity, attention to detail, and multi-tasking capabilities are also important. Excellent written and oral communication skills are required. Experience with MS Office including Word, Excel, PowerPoint and Access is required. Professional presentation and appearance are a must. This position might have other requirements.</p> <p><u>JOB DUTIES & RESPONSIBILITIES:</u> In this position you will be directly responsible to the supervisor for administrative and clinical issues regarding admission, discharge and utilization management issues, while being in conformance with accepted clinical practice and the agency's program definition and policies (as relevant to program/client needs) as well as being responsible for licensing and supervising a case load.</p> <p>To succeed in this role you must become skilled in building/supporting Child and Family Teams or any alternate collaborate approach; develop and maintain collaborative relationships with consumers, their family members and significant support systems.; meet frequently with consumers and family members in their natural setting; providing face to face and telephone crisis interventions (while under appropriate clinical supervision); and be able to navigate through multiple computer systems; among other things.</p>
<p>Bilingual Court Advocate</p> <p>Advocacy</p>	<p><u>SCHEDULE:</u> Full Time position. Mondays to Fridays. 9:00 AM to 5:00 PM. Flexibility with schedule required as hours might change to meet program and/or client needs.</p> <p><u>SALARY:</u> \$25K - 26.5 K per year depending on education and work experience.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> The ideal candidate must possess a HS/GED Diploma. 4 year college degree preferred or prior recent working experience desired. Ability to work independently as well as in a team setting is required. Must have flexibility with schedule and be able to adjust to various program demands and obligations. To succeed in this role you must have good public speaking skills as well as being knowledgeable of the dynamics of Family of Origin and Domestic Violence issues.</p> <p><u>JOB DUTIES & RESPONSIBILITIES:</u> Our Court Advocacy program is seeking to fill a Full Time Bilingual Court Advocate position to work at the North East Facility in North Phoenix. You will provide crisis intervention, safety planning, and assistance with court procedures, help with filing protective orders, court accompaniment, and information about the array of community services available to domestic violence victims, and referral for services.</p> <p>In this role you will perform highly interactive and assistance duties directly working with DV victims; initiate and facilitate communication in order to serve as a liaison between victims, court staff and others; assess victim needs and act as a resource for community service referrals; be knowledgeable of and provide information about Orders of Protection (OP) and Injunctions Against Harassment (IAH); provide DV education and information; create individual client files and keep updated; and maintain client contact log, among other tasks. .</p>

<p><u>Work Assistance Coordinator</u></p> <p><u>Shelter for Homeless Men</u></p>	<p>SCHEDULE: Full Time. Mondays to Fridays. 8:00 AM to 5:00 PM. This position will split the time between 2 programs. Flexibility with schedule required to meet program needs</p> <p>SALARY: \$10.00 per hour.</p>	<p>MINIMUM EDUCATION/SKILLS/REQUIREMENTS: The ideal candidate will possess an undergraduate degree in a related field with proven experience and understanding of relevant employment markets and trends. Proficiency with MS program, especially Word and Outlook.</p> <p>Experience in dealing with clients possessing multiple barriers to employment. Ability to work efficiently and effectively with minimal direct supervision. Excellent organizational, interpersonal, written and verbal communication skills including the ability to make presentations to groups of people on behalf of the agency and to work with volunteers.</p> <p>Ability to interact with diverse individuals and personalities.</p> <p>JOB DUTIES & RESPONSIBILITIES: You will provide direct assistance to the agency clients including, but not necessarily limited to, resume preparation, work referrals, case plan follow up with relevant agency personnel and regular consideration of improvements to these efforts; identify, market and secure employment opportunities in the labor market through maintenance of job binder books, posting of current job openings and participation in local job fairs.</p> <p>To succeed in this position you must keep informed of local, regional and national labor market information to assist clients in making individual employment choices and maintain an understanding of technology knowledge to facilitate the services available through the Internet and otherwise on behalf of the agency's clients, as well as timely preparation and analysis of an annual work plan pursuant to the agency and department's overall objectives.</p>
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WEST VALLEY LOCATIONS

Position and Program	Schedule and Salary Information	Minimum Skills/Requirements Job Duties/ Responsibilities (Included but not Limited to):
<p><u>Bilingual Behavioral Health Counselor 1</u></p> <p>Outpatient Counseling Services</p>	<p>SCHEDULE: Full Time position available. Mondays to Fridays. 8:00 Am to 5:00 PM. Hours might vary according to program needs.</p> <p>SALARY: Salary commensurate with education & work experience</p>	<p>MINIMUM EDUCATION/SKILLS/REQUIREMENTS: 1) Master Degree required. Independent License required. Must have experience counseling children and adolescents. Must have experience conducting assessments. Experience with DES/CPS required. Bilingual: Spanish/English skills required.</p> <p>JOB DUTIES & RESPONSIBILITIES (Included but not limited to): 1. Provide assessments, consultations, and counseling to children in a DES/CPS system. Half time is for assessments and half time is working with DES/CPS. 2. Attend and actively contribute to weekly staff and training meetings. 3. Document and submit significant and routine paperwork such as progress notes, periodic assessments, statistical reports, daily activities and varied incident reports, etc., as required by the program and submit to appropriate personnel. 4. Effectively build and participate in Child and Family Teams 5. Must be able to work in a collaborative team environment in a fast-paced clinic and co-location setting. 6. Provide varied verbal and physical crisis intervention and counseling.</p>

<p><u>Community Support Workers</u></p> <p>Community Based Program</p>	<p><u>SCHEDULE:</u> 10 Part Time positions available throughout the West Valley area. Various shifts to include overnights and weekends. Hours will vary depending on family and/or program needs. Flexibility with schedule required.</p> <p><u>SALARY:</u> \$15.00 per hour.</p> <p><u>LOCATION:</u> Various cities in the West Valley.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> The ideal candidate will possess a HS/GED Degree. College degree preferred. 2 plus years of behavioral health experience required. Experience working with youth required. You must be able to provide exceptional customer service. Must be punctual; have good computer knowledge. Bilingual: Spanish and English a plus. This position might have other requirements.</p> <p><u>JOB DUTIES & RESPONSIBILITIES:</u> duties and responsibilities include but are not limited to the following: In this role you will engage in Family Centered, strengths-based treatment planning and coordination and reports consumer needs to Child and Family Team; develop and maintains therapeutic relationships with consumers and significant support systems; provide information, education and guidance to consumers and support system members, advocacy, and coordination of care.</p> <p>You will meet frequently with consumers in their natural setting, or the setting of their choice; serve as a positive role model/mentor for the consumer; provide minimal tutoring/help with homework if applicable as well as accompany consumer to approved activities.</p> <p>You will also help strengthen connections to positive community resources identified by the Child and Family Team; serve as a member of a Child and Family Team if requested by the family and attends all CFT meetings and maintain accurate, thorough and current documentation of contact with consumers/families, among other duties.</p>
<p><u>Behavioral Health Counselor 1</u></p> <p>Outpatient Counseling Services</p>	<p><u>SCHEDULE:</u> Full Time position. Mondays to Fridays. 9:00 AM to 6:00 PM. Hours might vary to meet program needs.</p> <p><u>SALARY:</u> Salary commensurate with education & work experience.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u></p> <ol style="list-style-type: none"> 1) Master Degree required. 2) Independent License required. 3) Must have experience counseling children and adolescents. 4) Must have experience conducting assessments 5) Experience with DES/CPS required. 6) Bilingual: English and Spanish a big plus. <p><u>JOB DUTIES & RESPONSIBILITIES</u> (Included but not limited to):</p> <ol style="list-style-type: none"> 1. Provide assessments, consultations, and counseling to children in a DES/CPS system. Half time is for assessments and half time is working with DES/CPS. 2. Attend and actively contribute to weekly staff and training meetings. 3. Document and submit significant and routine paperwork such as progress notes, periodic assessments, statistical reports, daily activities and varied incident reports, etc., as required by the program and submit to appropriate personnel. 4. Effectively build and participate in Child and Family Teams 5. Must be able to work in a collaborative team environment in a fast-paced clinic and co-location setting. 6. Provide varied verbal and physical crisis intervention and counseling.

<p><u>Clinical Coordinator 1</u></p> <p>Outpatient Counseling Services</p>	<p><u>SCHEDULE:</u> Full Time position available. Mondays to Fridays. 9:00 Am to 6:00 PM. Hours might vary according to program needs.</p> <p><u>SALARY:</u> Salary commensurate with education & work experience</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> Master's degree in BH Independent AZ License (e.g., LPC, LCSW, LMFT) for Master's level Minimum of 2 years of experience.</p> <p><u>JOB DUTIES & RESPONSIBILITIES</u> (Included but not limited to):</p> <ol style="list-style-type: none"> 1. Directly responsible to the Clinical Director for administrative and clinical issues regarding admission, discharge and practice management issues, while in conformance with accepted clinical practice and the agency's program definition and policies. 2. Conduct a minimum of 1hour of clinical supervision for every 40 hours of work for all BHT and BHP staff as required by state law. 3. Conduct a minimum of 1hour of group supervision each week for all team members, with a focus on case reviews, cross-training of staff, team functioning/integration and facilitation skill enhancement. 4. Use ADHS Practice Guidelines and best practices when designing and implementing Child and Family Teams. 5. As appropriate, schedule, facilitate, participate in and update Child and Family Team. 6. Effectively build and participate in Child and Family Teams. 7. Document (verbal/written) and submit significant and routine paperwork such as progress notes, statistical reports, daily activities, upcoming events, special concerns, varied incident reports, etc., as required by the program and submit to appropriate personnel on a timely basis
<p><u>Licensed Practical Nurse (L.P.N.)</u></p> <p>Outpatient Counseling Services</p>	<p><u>SCHEDULE:</u> Full Time Position. Mondays to Fridays. Hours will vary to meet program needs.</p> <p><u>SALARY:</u> Salary commensurate with education & work experience</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> Certification from Arizona State Board of Nursing. Maintain an active medical license and DEA number. Supervisory experience required. HS/GED Diploma required. College degree preferred. LPN Licensure-psychiatric nursing experience. Must maintain state licensure. PSYCHIATRIC & MENTAL HEALTH NURSE PRACTITIONER License required. Experience working with psychotropic medications is required.</p> <p><u>JOB DUTIES AND RESPONSIBILITIES:</u> (Included but not limited to):</p> <ol style="list-style-type: none"> 1. Prepare for and participate in monthly psychiatric evaluations. 2. Assist coordinator in ensuring all psychotropic medications are filled for the month. 3. Provide information on issues/concerns relative to medical & physical needs of clients. 4. Attend and actively contribute to weekly staffing, staff meetings and training. 5. Document and submit significant and routine paperwork as required by the program. 6. Participate in group process and recording progress notes. Co-facilitate health education groups and record progress notes.

<p><u>Professional Foster Parents and/or Respite Providers</u></p> <p>Foster Care</p> <p>(H.C.T.C.)</p>	<p>A New Leaf’s Home Care Training (HCT) Program, matches experienced people interested in becoming licensed Professional Foster Parents and/or Respite Providers to children ages 5-18 in our community that have special emotional and behavioral needs.</p> <p>Schedule: Children live in your home. Respite time is available.</p> <p>Pay Comments: Helping Children • Monthly reimbursement • Ongoing 24/7 support • Allowances for the foster child’s specific needs such as for clothing, gifts, etc. • Medical, dental and prescription coverage for the child/adolescent • Free initial training • Free ongoing training • Great rewards!</p>	<p>MINIMUM EDUCATION/SKILLS/REQUIREMENTS: Must meet all of the following:</p> <ol style="list-style-type: none"> 1) Must have a degree in a related field to behavioral health and/or a minimum of 1 year experience working directly with children that have high behavioral and emotional needs. 2) Have excellent communication skills and be able to interact with these children, and community members to advocate and continue the care necessary. 3) Good computer knowledge and writing ability to document therapeutic care for each child and communicate with all team members as to the care the child is receiving. 4) Direct access to a computer, able to be fingerprinted & must pass criminal background check 5) Submit Physician Statement as to your ability to physically and emotional care for a child/adolescent with high needs. 6) Must attend all trainings, provide minimum 5 references, and adhere to home requirements, and pass an inspection for your home to be safe for these children. 7) 21 years of age <p>JOB DUTIES & RESPONSIBILITIES:</p> <p>This position interacts with all levels, both inside and outside of the agency (e.g: Case managers, courts, other agencies, schools etc). A Full Description of Duties and Responsibilities will be provided at interview.</p> <p>You will be caring for children and adolescents with high levels of behavioral, emotional and psychiatric needs. In many cases these children have been victims of severe emotional, physical or sexual abuse. They are in need of a nurturing, structured and supportive home with caring “parent” roles that will help them heal and thrive.</p>
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<p><u>Family Support Specialist (FSP)</u></p> <p>Outpatient Counseling Services</p>	<p><u>SCHEDULE:</u> Full Time position available. Mondays to Fridays. 8:00 Am to 5:00 PM. Hours might vary according to program needs.</p> <p><u>SALARY:</u> Salary commensurate with education & work experience.</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u></p> <ul style="list-style-type: none"> • High School Degree, GED, or Associates Degree • Must be a parent, foster parent, guardian, or family member of a child with or at risk of serious mental or behavioral disorders <p><u>JOB DUTIES & RESPONSIBILITIES</u> (Included but not limited to):</p> <ol style="list-style-type: none"> 1. Accept referral, make initial contact and orient the family to the Child and Family Team process and relationship to the Arizona Vision and Principles. 2. For children and their family that are not served by a Child and Family team, accept referral, make initial contact and orient them to the Arizona Vision and Principles. 3. Identify emergency or urgent needs that cannot wait until the child and family team meeting or regular agency and work with agency staff or community organizations to meet these needs 4. Locate and orient the family to additional informal supports available in the community and help them connect with them before and after team meetings. Provide assistance in filing applications for community resources as needed. 5. Perform those assignments agreed to in the team meeting and defined in job description, and provide on-going support by being there to listen or help them in communicating what is and isn't working. Also at the families request and when appropriate, meet with system staff and supervisors to continuously improve quality of processes. 6. Connect the family with support or advocacy organizations for additional support as appropriate and needed.
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<p><u>Program Manager</u></p> <p>Outpatient Counseling Services</p>	<p><u>SCHEDULE:</u> Full Time position. Mondays to Fridays. 8:00 Am to 5:00 PM. Hours might vary according to program needs.</p> <p><u>SALARY:</u> Salary commensurate with education & work experience</p>	<p><u>MINIMUM EDUCATION/SKILLS/REQUIREMENTS:</u> The ideal candidate will possess a Bachelor’s Degree or higher and a minimum of 4 plus yrs extensive experience and knowledge in the formulation, development, implementation and monitoring of prevention/intervention services and programs. Familiarity with the Arizona Community Behavioral Health system is preferred. Bilingual: Spanish/English a plus. This position might have other requirements.</p> <p><u>JOB DUTIES & RESPONSIBILITIES</u> (Included but not limited to):</p> <p>We are currently seeking to fill a Full Time experienced Program Manager for our Outpatient Counseling Services Program in the West Valley. In this role you will recruit, train, supervise and evaluate staff to meet program needs, fully utilizing the skills of the most qualified people available. Goals must be set which encourage ongoing professional growth and demand that high performance standards of the agency are met.</p> <p>You will be responsible for the overall operations of the program to include maintaining physical plant according to agency, licensing and/or contractual requirements, ensuring appropriate and effective client care/services. Schedules and monitors staff workload. Actively participates in Quality Management.</p> <p>You will attend meetings sponsored by the state, funding sources, and other parties within the behavioral health system. Demonstrate appropriate knowledge of federal/state law and agency policy, protecting the interests of individual employees and the agency as a whole by ensuring that laws and policies are followed.</p> <p>To succeed in this position you must effectively communicate program progress, activities and needs both verbally and through informal and formal report writing; build camaraderie through effective problem solving; ensure information and communications are accurate and present a proper representation of A New Leaf.</p>
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INTERNSHIP/EXTERNSHIP OPPORTUNITIES

INTERNSHIP INFORMATION

Please Note: Our interns must follow the same process as our job applicants. The process is as follows:

- 1. Complete a job application and send via fax, mail or email to the number/addresses below:**
- 2. Please make sure you state on the application that you are applying for internship and which program you are interested in doing your internship.**
- 3. Please provide us with the following information about your internship requirements:**
 - a. Length of internship and time frame to complete it**
 - b. How many hours per week**
 - c. What days and times are you able to attend the program**
 - d. Any other information that you consider we should know**
- 4. Once we receive the above documents, if appropriate, they will be forwarded to the hiring department.**
- 5. If you are selected for an interview, one of the program managers will contact you to set up an appointment, or to obtain more information. At that time you can provide us with more information regarding your internship requirements. We will also let you know what will be our expectations from you as an intern.**
- 6. If you are selected to participate as an intern at one of our programs, you must attend a one week orientation prior to start at any of the programs. The orientation week is counted as part of your internship hours. The schedule for the orientation is Mondays to Fridays, 8:00 AM to 5:00 PM, unless otherwise stated by HR or the training department.**

These are just the basic requirements; there might be other requirements depending on the program, contracts, and other regulations.

Please submit your Cover Letter, Resume, and Application via one of the following methods:

- 1) Visit: www.turnanewleaf.org and download and application**
- 2) Apply directly from Jobing.com**
- 3) Fax: (480) 969-2696**
- 4) Email: dramirez@turnanewleaf.org**
- 5) Mail: 868 East University Drive, Mesa, AZ 85203**
- 6) In Person: 3420 East University Drive, Mesa, AZ 85213 (between Val Vista Drive and Lindsay Road).**

Our job openings and internships are open until filled (unless otherwise specified) and are subject to close or change with or without notice. Those applicants that are most qualified might be contacted for an interview.

To learn more about A New Leaf and the different services we provide please visit our website at www.turnanewleaf.org.

No phone calls please. No Third Party or Temp Agencies.

A New Leaf is an equal Employment opportunity employer and participates in the E-Verify program.

PAY COMMENTS

Salary commensurate with education & work experience. All of our employees enjoy the following benefits: Direct deposit, Competitive pay, Employee Assistance Program (EAP), Merit increases based on performance, Annual Team member Appreciation Event, informal, yet professional team environment. Bilingual: Spanish/English differential.

FULL TIME EMPLOYEES (30 hours and up): We provide a comprehensive benefits package that represents a significant part of the total compensation plan: Health and Dental Insurance; Vision Coverage, Sick Days, Vacation, Holidays, Life Insurance & AD&D, Short Term Disability (STD), 401(K), and Tuition