

Lookout Mountain Community Services

Job Announcement

JOB TITLE	POSITION NUMBER
Adult Community Based Services Case Manager	
POSTING DATE	DEADLINE DATE
07/28/2021	until filled
POSITION LOCATION	
Lookout Mountain Community Services Community Support Team Recovery Services Catoosa, Chattooga, Dade & Walker	
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 included mental health, medical, substance abuse, social/leisure, educational and employment, as well as, family and adult daily living skills. Must also assist with housing and entitlement benefit needs. Primary work schedule is Monday through Friday 8:30 to 5:00, however some evenings and weekends may be required.</p>	
MINIMUM QUALIFICATIONS	
<p>High School Diploma or GED, at least 21 years of age, valid driver's license with three years' good driving history and three years' experience in a Social Services related positing OR Bachelor's Degree in a Social Services related field and one year of experience in Social Services related position. Flexibility of schedule and the ability to complete documentation via electronic client record also a must.</p> <p>Preferred Qualifications: Bachelor's Degree AND at least two years' in a Social Services related field, ability to work as a team player, and also flexible with availability.</p>	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application 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: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445 </p> <p><i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i></p>	<p>Applications/resumes should be filled out carefully and completely with the last ten years of work history 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>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 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