

Crawford County Mental Health Center is taking applications for a full-time **CBS Program Coordinator**. This position will coordinate and supervise Children's Case Managers and Mental Health Support Workers as directed by supervisor.

**Qualifications:**

- Requires licensure with the Kansas BSRB.
- Experience in both mental health and substance abuse services preferred.
- Must have valid driver's license and ability to move freely around the community.
- Communicate positively and effectively managing others.
- Be proactive and demonstrate initiative.
- Detail oriented and task focused.

**Essential Job functions:**

- Oversee case managers, mental health support workers, and assigned staff as directed.
- Provide clinical direction, support, and education to department staff.
- Attend scheduled meetings and facilitate meetings as directed.
- Coordinate referrals to case managers.
- Conduct annual job evaluations.
- Approve services and verify that required documentation is completed in an accurate and timely manner.
- Maintain a limited caseload.
- Be in consistent communication with the schools within Crawford County.
- Be available to do youth crisis screens within the school as they come through Save Line.
- Participate in school meetings as needed.
- Assist with community based Mental Health Intakes.

Salary and benefits package starting at \$57,500. Benefits package includes participation in KPERS Retirement System, health, dental, and life insurance.

**Position open until filled**

**Job applications can be found on our web site, <http://www.crawfordmentalhealth.org/> About Us, Employment.**

**Send resume and/or job application to:**      **Human Resources**  
   **911 E. Centennial**  
   **Pittsburg, KS 66762**  
   **620-235-7148 Fax**  
   **dbradbury@cmhccc.org**

**Please indicate CBS Program Coordinator on your application or resume.**

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