OPENINGS

LISTED BY DIVISION (Administration, Adult Services, CYFS, IDDS)

NEW LISTINGS – posted 10/3/18 – apply by 10/10/18

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Interim Marketing and Multimedia Specialist</th>
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<tbody>
<tr>
<td>Division:</td>
<td>Administration</td>
</tr>
<tr>
<td>Location/Status:</td>
<td>Derby &amp; St. Johnsbury – Temporary Full Time (6 months), 40 hours, 8:00am to 5:00pm</td>
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Requirements:
- Bachelor’s degree preferred plus relevant experience.

Responsibilities:
- Marketing and fundraising initiatives and projects involving all media outlets, including, but not limited to print, radio, television, digital, social media, to promote existing NKHS services.
- Development and promotion of internal and external special events, new service lines, and community outreach.
- Will assist in all aspects of internal and external development projects and fundraising.

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>CRT Program Manager</th>
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<tr>
<td>Division:</td>
<td>Adult Services</td>
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<tr>
<td>Location/Status:</td>
<td>St. Johnsbury – Full Time On call (direct service) weekends, on rotation</td>
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Requirements:
- Master’s degree in an appropriate human services field and at least 3 to 5 years mental health experience at a professional level required.
- Must be QMHP certified or gain certification within six months of assuming position.
- Supervisory experience preferred.
- Certification or licensure is desirable but not required.

Responsibilities:
- Supervises assigned CRT staff, both clinically and administratively. Responsible for developing and overseeing day & after-hours scheduling of staff coverage.
- Provide supervisory backup in crisis/emergency mental health services to include the CARE Bed, including lethality screening and crisis intervention; and, participate in the rotation of the after-hours supervision of mental health emergency services.
- Responsible for managing the referrals, enrollments and de-enrollments/discharges into and out of the CRT program in St. Johnsbury.
- Assists in maintaining program budgeting and financial monitoring and adjustment to ensure administration of programs in a fiscally efficient manner. Assist in the oversight of any State grant awards and contracts.

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Direct Support Professional</th>
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<tr>
<td>Division:</td>
<td>Intellectual Developmental Disabilities Services</td>
</tr>
<tr>
<td>Locations/Status:</td>
<td>Lyndonville – (9) Full Time, 40 hours All shifts required for 24/7 staffed home</td>
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Requirements:
- Must be able to produce written reports of consumer activity.
- Demonstrated experience and competence working with developmentally disabled individuals.
Responsibilities:
- Provide coaching and supervision, and training to individuals who are developmentally disabled in community setting.
- Provide skill training, supervision, and coaching (as needed) in vocational settings to enable individuals to obtain and retain employment.
- Provide skills training in all activities of daily living, and employment, as defined in the individual’s Individual Support Agreement.

**NEW LISTINGS – posted 10/1/18 – apply by 10/8/18**

**TITLE:** Chief Financial Officer  
**Division:** Administration  
**Location/Status:** Newport – Full Time  
Travel will be expected to all company offices.

**Requirements:**
- Minimum experience: Five to seven years proven success track record as demonstrated by organizational profitability and financial leadership in a healthcare organization. Mental health financial management experience strongly preferred.
- Education: CPA or Master's degree in Accounting or Finance, or equivalent.
- Proven record of success improving the financial operations and profitability of a healthcare organization.
- Minimum of five years supervisory experience and overseeing Business Office operations to ensure accurate financial reporting and financial success of the organization.

The ideal candidate will have extensive experience in healthcare financial management and financial reporting requirements, preferably in a mental health setting. The CFO reports to President and CEO, is a member of the senior leadership team, provides day-to-day financial management, and contributes to the achievement of the organization’s strategic goals and financial success. The day to day financial management required of this position includes, but is not limited to:
- Ensuring an oversight of business office operations, monthly close, yearly close, financial reporting, and budget preparations.
- Developing procedures and collaborating to create financial policies and procedures which will ensure sufficient cash flow, reduced operating costs, and increased revenues.
- Preparing financial packages, presentations and other informational reports/analysis required by the CEO and Board of Directors.
- Providing necessary reconciliations, account analysis and other information required by the State of Vermont and outside auditors to aid in preparation of grants, contracts, and other financial reports.
- Preparing annual capital and operating budgets in conjunction with Vermont Department of Mental Health standards.
- In cooperation with senior leadership, management and department heads, reviewing historical financial results, developing financial strategies, monitoring financial trends to prospectively identify financial opportunities and forecasting anticipated changes that may impact future needs and success of the organization.

**TITLE:** Warming Shelter Case Manager  
**Division:** Adult Services  
**Location/Status:** St. Johnsbury Warming Shelter – (2) Temporary Full Time, 30 hours (Mid-November to mid-April)

**Requirements:**
- High school diploma required; Bachelor’s degree in a recognized field of mental health preferred
- Experience managing and supporting client’s needs and the ability to perform complex communication and engage individuals to insure stabilization and support their quick access to Mental Health/Addictions Services.
- Experience in provision of public or private social work, clinical services, mental health, developmental services and/or substance abuse preferred.
Responsibilities:
- Team with volunteer at St. Johnsbury Area Warming Shelter during evening shift to support successful stays for guests and insure the safe operation of shelter.
- Provide early screening and intervention; crisis counseling; risk assessment; triaging immediate needs; case management & case coordination; support referral and immediate follow-up services.
- Ability to problem solve and support Warming Shelter guests in accessing resources to reduce barriers i.e. transportation, insurance for immediate access to services.
- Ability to set limits and re-direct behavior when necessary.

**ON-GOING LISTINGS-only open until filled**

**ADMINISTRATION**

**TITLE:** IS Technical Associate I  
**Location/Status:** St. Johnsbury/Derby – Full Time

**Requirements:**
- Associate’s degree or significant experience using computers, network systems, information security laws, and electronic information control technologies.

**Responsibilities:**
- Provide technical support and problem resolution to end users at multiple sites. Deliver training to end-users individually and in groups.
- Respond to and assist staff with Help Desk requests
- Perform equipment moves, repairs, adds and changes including end user equipment and network devices. Perform PC hardware and software installation.

**ADULT SERVICES**

**TITLE:** Elder Care Clinician  
**Location/Status:** Derby/ & St. Johnsbury – Full Time

**Requirements:**
- Master’s in Social Work required; license required.
- Two years experience working with geriatric population strongly desired.

**Responsibilities:**
- Under the guidance of the Director of Adult Outpatient Services, will promote community integration of individuals and assist/encourage natural supports necessary for each individual to participate in the community.
- Develop and implement Individual Plan of Care in accordance with client needs and Treatment Team recommendations.
- Provide consumers with Special Rehabilitation Services which include supportive counseling and communication with family/significant others.

**TITLE:** Adult/Adolescent Addictions Outpatient Therapist  
**Location/Status:** St. Johnsbury – Full Time, 37.5 hours

**Requirements:**
- Minimum of a Bachelor’s degree, Master’s degree preferred in a recognized field of mental health licensed preferred.
- Addictions training and minimum of AAP with willingness for Certification Alcohol & Drug Counselor credential.
- Experience working with both mental health and addictions population required.

**Responsibilities:**
- Ability to provide screening and complete biopsychosocial evaluation and diagnosis.
- Provides individual, couple, group and/or family psychotherapy.
- Performs professional assessments, develop and implement effective treatment plans cooperatively with individuals and family members and in accordance with identified needs (and treatment team recommendations, if applicable).
TITLE: Case Manager Adult Outpatient (Reach Up)
Location/Status: Derby – Full Time
Requirements:
- Bachelor's degree in mental health required.
- Master's degree and license or certification (i.e., CADC/LADC, LCMHC) preferred.
- Experience working with mental health and substance abuse population required.
Responsibilities:
- Provide individualized and goal oriented services to assist individuals who have substance abuse and mental health needs to access community support and develop social skills to improve overall function and promote community connectedness.
- Provide integrated case management and service coordination.
- Provide screening and ongoing assessment including UNCOPE/PHA and Reach Up Family Support Matrix Assessments within the first 14 days of referral.
- Facilitate and monitor treatment plans as appropriate including necessary treatment team meetings.

TITLE: Embedded Case Worker
Location/Status: St. Johnsbury – Full Time
Requirements:
- Bachelor’s degree in a recognized field of mental health.
- Emergency/Crisis experience (minimum 1 year) dealing with acute psychiatric assessment and dispositions. Experience with public inebriate (PIP) screenings & dispositions.
- Experience in provision of public or private social work, clinical services, mental health, developmental services and/or substance abuse preferred.
- Ability to effectively interface with a wide range of medical and professional clinicians in hospital/clinic settings; & with police, court & corrections professionals.
- QMHP required or must be obtained within six months of assuming position.
Responsibilities:
- Emergency Clinical & Case Management Services: evaluation and assessment of the individual in crisis and current circumstances, crisis counseling, screening for or diversion from hospitalizations, level of care determination, risk assessment, referral and follow-up. Mobile community & in-home screenings, and when necessary in collaboration with police.
- In the main works evenings Thurs – Sun & daytime Monday. But at times may need to attend daytime meetings/trainings at NKHS or other agencies, and cover other days after hours emergency services as deemed appropriate.
- Coordinates services within NKHS and with other agencies and providers as needed.

TITLE: Employment Specialist
Location/Status: Derby & St. Johnsbury – Full Time
Requirements:
- Bachelor’s degree in Human Services or Psychology.
- Experience working with individuals who experience severe mental health disability preferred.
Responsibilities:
- Work with individuals with mental illness to do job development, placement and follow-up knowledge of cognitive-behavioral strategies a plus.
- Work with specific caseload of consumers to assess training needs.
- Trains consumers individually in a variety of skills to enable consumers to obtain and/or retain employment. Training includes but is not limited to work adjustment and job retention skills.

TITLE: Residential Staff
Location/Status: St. Johnsbury (Care Bed) – Full Time & Relief
Requirements:
- Must be able to produce written reports of consumer activity.
- Demonstrated experience and competence in working with developmentally disabled individuals.
Responsibilities:
- Provide for a safe and healthy living environment for housed consumers.
- Provide direct care to consumers to meet their physical needs.
- Respond to emergency situations appropriately

**CHILD, YOUTH, AND FAMILY SERVICES**

**TITLE:** Embedded Enhanced Family Treatment Therapist  
**Location/Status:** St. Johnsbury & Derby – Full Time, Monday to Friday, 8:30am to 5:00pm but flexible; some nights and weekends

**Requirements:**
- Master’s degree with licensure or licensure track required.
- Experience working with youth who have emotional and behavioral challenges, knowledge of trauma informed care and evidence based practices essential.
- Some knowledge of the child welfare system/DCF/foster care.

**Responsibilities:**
- Provide outpatient family treatment in the home and community.
- Serve as a member of the daytime emergency team within the Children’s Division.
- Have knowledge of community resources available to children and families, ability to make appropriate referrals, and assist families with reducing barriers to access.
- Provide targeted clinical services in conjunction with Enhanced Family Treatment Case Managers as part of a team that: provides risk screenings, case conceptualization, triage to different levels and types of interventions, treatment planning, etc.

**TITLE:** Outpatient Therapist  
**Location/Status:** Derby – Full Time

**Requirements:**
- Master’s degree, licensed preferred, in Mental Health discipline or accepted related field.

**Responsibilities:**
- Provide outpatient treatment, individual, family or group counseling to clients assigned to children services.
- Provide collateral services to client family members as required.
- Participate in the development of overall client treatment plans.

**TITLE:** Home School Coordinator  
**Location/Status:** Lake Region Union High School (Derby office) – Full Time, 40 hours School calendar plus summer program

**Requirements:**
- Master’s degree in Human Service field preferred, Bachelor’s required.
- Experience with emotionally disturbed children and youth highly desirable.

**Responsibilities:**
- Have knowledge of The Vermont System of Care Plan and the Guideline for Implementing an Individualized Care Plan for Children & Adolescents With a Severe Emotional Disturbance.
- Have knowledge of community resources available to children and families and ability to make appropriate referrals.
- Carry out the functions of case management.

**TITLE:** Therapeutic Case Manager (DS/MH)  
**Location/Status:** Derby – Full Time

**Requirements:**
- Bachelor’s degree in human services plus experience working with children and families.
- Experience with emotionally disturbed children preferred.
- Background in programming for children with a developmental disability and children on the autism spectrum highly desirable.
Responsibilities:
- Have knowledge of community resources available to children with developmental disabilities and serious emotional disturbances in order to coordinate services for children on caseload.
- Provide support to parents and caregivers.
- Provide casework services including, but not limited to: development and coordination of Individual Plan of Care, coordination of crisis and transition plans, complete or arrange for a comprehensive assessment.

**TITLE:** Therapeutic Case Manager, Lyndon Town School Collaborative  
**Location/Status:** Lyndon Town School (St. Johnsbury office) – Full Time, 40 hours  
School calendar and summer programming

Requirements:
- Bachelor’s degree in human services field.
- Experience working as a case manager with children diagnosed with autism and emotional and behavioral disorders a plus.

Responsibilities:
- Have knowledge of community resources available to children, especially those children with serious emotional disturbances.
- Carry out the functions of therapeutic case management including assessments and treatment planning.

**TITLE:** Behavior Interventionist  
**Location/Status:** Craftsbury School – Full Time  
School calendar plus professional development/training days and summer program

Requirements:
- Bachelor’s degree in human services or related field preferred; will consider candidates working toward their Bachelor’s degree
- Experience working with children with emotional behavioral disorders, developmental disabilities, and autism spectrum disorders desired. ABA experience a plus
- Ability to work independently and on a team and to collaborate with educational teams
- Willing to learn/implement crisis de-escalation and physical management techniques as necessary
- Provide student transportation in BI’s own vehicle

Responsibilities:
- Provide direct individualized support services to children with significant social, emotional, and behavioral needs in a school setting.
- Implement positive behavior support plan and follow all agency and individual protocols for crises and de-escalation strategies.
- Collect ongoing, timely, accurate data on behavior change procedures and effectiveness.

**TITLE:** Community Skills Worker  
**Location/Status:** St. Johnsbury & Derby – Part-time/Full Time, 20-40 hours (Flexible hours and some Saturdays)

Requirements:
- High school diploma or equivalent plus demonstrated experience and competence in working with children and youth with disabilities.

Responsibilities:
- Will work with the identified children’s case manager providing direct supervision, coaching, support and training to youth who are experiencing a serious emotional disturbance at home, school or in the community. As well as children with developmental disabilities.
- Implement plans and procedures designed to address treatment goals, objectives and implementation of individual behavior management plans.
- Assist treatment team in developing Individual Plan of Care (IPC).
INTELLECTUAL DEVELOPMENTAL DISABILITIES SERVICES

TITLE: Direct Support Professional
Locations/Status: Derby & St. Johnsbury – Part-time to Full Time
Evenings, weekends and holidays may be required
Locations/Status: Caledonia County area – (2) Full Time, Part-time & (2) Temporary Full Time
Occasional nights and weekends; training available

Requirements:
- Must be able to produce written reports of consumer activity.
- Demonstrated experience and competence working with developmentally disabled individuals.

Responsibilities:
- Provide coaching and supervision, and training to individuals who are developmentally disabled in community setting.
- Provide skill training, supervision, and coaching (as needed) in vocational settings to enable individuals to obtain and retain employment.
- Provide skills training in all activities of daily living, and employment, as defined in the individual’s Individual Support Agreement.

TITLE: Direct Support Professional
Locations/Status: Lyndonville – Full Time
Must be available to work nights and weekends

Requirements:
- Must be able to produce written reports of consumer activity.
- Experience working with developmentally disabled individuals preferred.
- Must be willing to drive several miles per week in order to support the consumers to their programs.

Responsibilities:
- Provide coaching and supervision, and training to individuals who are developmentally disabled in community setting.
- Provide skill training, supervision, and coaching (as needed) in vocational settings to enable individuals to obtain and retain employment.
- Provide skills training in all activities of daily living, and employment, as defined in the individual’s Individual Support Agreement.

TITLE: Residential Staff
Location/Status: St. Johnsbury – Full Time, 30 hours (Overnight)
Location/Status: Barnet – Full Time, Part-time & Relief
Location/Status: Danville – Relief
Location/Status: Lyndonville area – Full Time & Part-time
Location/Status: Newark – Full Time, Part-time & Relief
Location/Status: Newport – Relief, Part-time, and/or potentially Full Time (2nd shift, 3rd shift & Weekends)
Location/Status: Newport – Full Time (40 hours & 32 hours), Relief & Weekends (7 am - 9 pm; hours can be flexible)
Location/Status: Wheelock – Relief (Nights & Weekends)

Requirements:
- Must be able to produce written reports of consumer activity.
- Experience working with individuals who are developmentally disabled.

Responsibilities:
- Provide for a safe and healthy living environment for assigned consumers.
- Provide direct care to consumers to meet their physical needs. This includes, but is not limited to bathing, toileting, lifting, transferring, and physical assistance.