

Steppingstone Incorporated is Hiring in New Bedford & Fall River

Steppingstone Inc. is seeking qualified candidates for several positions throughout their organization. All of these jobs are based in either the New Bedford or Fall River area. Scroll down for a full description of each job, salary and requirements. All full-time employees are eligible for benefits (PTO, medical, dental and employer paid benefits), part-time employees are eligible for partial benefits depending on hours worked.

- Clinician (Bi-Lingual/ Spanish Speaking)- New Bedford
- Driver/Maintenance Worker – New Bedford
- Direct Care Staff – New Bedford & Fall River
- Counselor – Fall River
- Clinical Supervisor – Fall River

Interested? Apply online: **EMPLOYMENT OPPORTUNITIES** or you can also email your resume to: srekowski@steppingstoneinc.org
Applicants that require accommodation on the job application process, please contact 508-674-2788 extension 11103

Clinician (Bi-Lingual/ Spanish Speaking):
(\$50,000-\$60,000/year)

Position Specific Duties

- § Conduct screening and intake interviews to determine consumer eligibility for services.
- § Perform consumer orientation on program services and requirements.
- § Conduct confidential, quality assessments that are gender and culturally responsive and trauma informed.
- § Develop, implement, and monitor an individualized

treatment/service plan with each assigned consumer using collaborative information from all sources to develop short and long term goals.

§ Possess knowledge of effective treatment practices such as cognitive therapy, motivational interviewing and trauma-informed techniques and Integrated Treatment in individual, group and family sessions.

§ Meet, collaborate and coordinate services with probation/parole, employment and educational agencies, Department of Children and Families (DCF), human services providers, medical and primary care, clinical mental/behavioral health, and family/social support.

§ Link consumers to services provided by community-based organizations such as peer support groups, legal services, nutritional counseling, HIV rapid-retesting and Hepatitis B and C testing and other sexually transmitted infections.

§ Assist consumers with enrolling in health insurance, Medicaid and other benefits such as SNAP, SSI/SSDI and TANF.

§ Provide consumer education in finances, housing stability, behavioral and primary health, life skills and all aspects of addiction and related life domains.

§ Provide crisis intervention by assessing severity of the episode, de-escalating the consumer, referring to emergency response team as needed, and developing a safety plan to assist in resolving the crisis.

§ Develop and coordinate discharge planning with consumer, family, housing, and other community providers.

§ Maintain an ongoing awareness of consumer's mental status, adding additional services to maintain a therapeutic level of care as needs change.

§ Ability to climb three flights of stairs to deal with emergencies.

§ Ability to respond to emergency situations by placing calls to Fire, Rescue, Police, and Medical, etc.

QUALIFICATION REQUIREMENTS: The Clinician must perform each essential function satisfactorily. Reasonable accommodations

may be made to enable individuals with disabilities to perform essential functions. The qualifications listed below are representative of the knowledge/skill and/or ability required.

§ Master's degree social work, mental health, counseling or other related field preferred.

§ Licensed LMHC/LICSW/CADAC/LADC.

§ Minimum of three years counseling in the field of drug or alcohol abuse rehabilitation, mental health or other related field.

§ Requires CPR certification every two years.

§ Good working knowledge of computers and electronic health records.

§ Requires valid driver's license due to business-related travel.

§ Must be fluent in Spanish.

Driver/Maintenance Worker:

(\$15-16/hour)

Position Specific Duties

§ Organize customer transportation schedules.

§ Interact with customers in a professional matter according to the ethical standards.

§ Delivering and picking up administrative documents, and or other items.

§ Maintain vehicles in a clean, workable and safe condition at all times.

§ Provide regular routine maintenance checks to vehicles including monitoring of Massachusetts State inspections of vehicles.

§ Arrange vehicle repairs when necessary.

§ Ensure the vehicles have sufficient gas and are always ready for use.

§ Supervise customers when in transport reporting any incidents.

§ Updating daily mileage records.

§ Perform minor carpentry, plumbing and electrical work along

with routine maintenance.

§ Perform snow removal and other activities as required or needed.

§ Perform landscaping and routine yard maintenance.

§ Observe all health and safety requirements.

§ Ability to climb three flights of stairs to deal with emergencies.

§ Ability to respond to emergencies by placing calls to Fire, Rescue, Police, and Medical etc.

QUALIFICATION REQUIREMENTS: The Driver/Maintenance Worker must perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The qualifications listed below are representative of the knowledge/skill and/or ability required.

§ High School or General Education Diploma (GED) preferred.

§ Minimum of one-year driving experience in a similar or related position required.

§ Excellent time management skills.

§ Ability to lift fifty pounds.

§ Requires valid driver's license due to business-related travel.

Direct Care Staff:

(\$13.75- \$14.75/hour)

Position Specific Duties

§ Supervise consumers during the shift, including conducting hourly rounds.

§ Monitor Consumers to ensure they are compliant with program guidelines.

§ Ability to count, document and observe consumers taking various prescription drugs.

§ Collect, prepare and supervise drug screenings as well as administer breathalyzer as needed.

§ Observe and identify consumer concerns and communicate with

the clinical team.

§ Ability to climb three flights of stairs to conduct rounds on an hourly basis and deal with emergencies.

§ Ability to walk outside to tour the grounds and ensure the safety of consumers.

§ Ability to respond to emergency situations by placing calls to Fire, Rescue, Police, and Medical etc.

QUALIFICATION REQUIREMENTS: The Direct Care I staff must perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The qualifications listed below are representative of the knowledge/skill and/or ability required.

§ High School or General Education Diploma (GED) preferred.

§ General knowledge of the homeless and those affected by Substance Use Disorder.

§ Demonstrated ability to maintain previous employment.

§ Requires CPR certification every two years.

§ Good working knowledge of computers, electronic health records and data collection.

§ May require valid driver's license due to business-related travel.

Counselor:

(\$15-\$16.50/hour

Position Specific Duties

§ Conduct screening and intake interviews to determine consumer eligibility for services.

§ Provide consumer orientation on program services and requirements.

§ Conduct confidential, quality assessments that are gender and culturally responsive and trauma informed.

§ Develop, implement, and monitor an individualized treatment/service plan with each assigned consumer using collaborative information from all sources to develop short

and long term goals.

§ Possess knowledge effective treatment modalities such as cognitive therapy, motivational interviewing and trauma informed techniques and Integrated Treatment in individual, group and family sessions.

§ Meet, collaborate and coordinate services with probation/parole, employment and educational agencies, Department of Children and Families (DCF), human services providers, medical and primary care, clinical mental/behavioral health, and family/social support.

§ Link consumers to services provided by community-based organizations such as peer support groups, legal services, nutritional counseling, and HIV rapid retesting and Hepatitis B and C testing and other sexually transmitted infections.

§ Assist consumers with enrollment to obtain health insurance, Medicaid, and other benefits such as SNAP, SSI/SSDI and TANF.

§ Provide consumer education in finances, housing stability, behavioral and primary health, life skills and all aspects of addiction and related life domains.

§ Provide crisis intervention by assessing severity of the episode, de-escalating the consumer, referring to emergency response team as needed, and developing a safety plan to assist in resolving the crisis.

§ Assist with resume writing, interview skills, employment search and enrollment into employment/educational programs.

§ Develop and coordinate discharge planning with consumer, family, housing, and other community providers.

§ Collect, prepare and supervise drug screenings as well as administer breathalyzer as needed.

§ Maintain an ongoing awareness of consumer's mental health status adding services to maintain a therapeutic level of care as needs change.

§ Ability to count, document and observe consumers taking various prescription drugs.

§ Ability to climb three flights of stairs to conduct rounds on an hourly basis and deal with emergencies.

§ Ability to respond to emergency situations by placing calls

to Fire, Rescue, Police, and Medical, etc.

QUALIFICATION REQUIREMENTS: The Counselor must perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The qualifications listed below are representative of the knowledge/skill and/or ability required.

§ Bachelor's degree in behavioral sciences from an accredited college or university preferred or is a licensed (LADC)/certified (CADAC) drug counselor or is the process of obtaining licensure or minimum of two years' work experience providing services to those affected by substance use disorders.

§ Requires CPR certification every two years.

§ Good working knowledge of computers, electronic health records and data collection.

§ Requires valid driver's license due to business-related travel may be required.

Clinical Supervisor:

(\$58,000 to \$68,000 annually)

Position Specific Duties

Conduct regularly scheduled staff meetings, in-service training and supervision with assigned personnel.

Attends relevant professional development conferences and make presentations to staff.

§ Responsible for the fiscal budget, invoicing services, and electronic health record data oversight.

§ Perform direct counseling services when necessary.

§ Conduct confidential, quality assessments that are gender and culturally responsive and trauma informed.

§ Oversee clinical reviews to monitor consumer progress.

§ Provide individual, family and group therapy when need arises.

§ Ensure compliance, accuracy and quality of clinical

documentation.

§ Prepare monthly quarterly reports on delivery of services and expenditures.

§ Knowledge of all funding sources and related scope of services and requirements.

§ Provide ongoing consultations and crisis intervention.

§ Constructively utilize formal and informal customer comments to evaluate and improve effectiveness in providing services. Ensures standards of confidentiality in handling records, collaboration with other providers, and internal communication.

§ Participate in various outside meetings to coordinate and benefit program services.

§ Ensure compliance with regulatory and licensing standards.

§ Ability to count, document and observe consumers taking various prescription drugs.

§ Ability to climb three flights of stairs to conduct rounds on an hourly basis and deal with emergencies.

§ Ability to respond to emergency situations by placing calls to Fire, Rescue, Police, and Medical, etc.

QUALIFICATION REQUIREMENTS: The Clinical Supervisor must perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The qualifications listed below are representative of the knowledge/skill and/or ability required.

§ Master's degree social work, psychology, mental health, counseling or other related field.

§ Licensed LMHC/LICSW.

§ Minimum of five years counseling in the field of drug or alcohol abuse rehabilitation, mental health or other related field.

§ Minimum of three years' experience in leadership and management.

§ Ability to incorporate regulatory standards into clinical

practice to ensure compliance.

§ Requires CPR certification every two years.

§ Good working knowledge of computers, electronic health records and data collection

§ Requires valid driver's license due to business-related travel.

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