

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following Part Time Non-Career position.

JOB CLASSIFICATION

Mental Health Generalist - Part Time
(Maximum 19 hours per week - primarily afternoons)

STARTING SALARY

\$17.00 per hour, no benefits

JOB DUTIES

- Provide social service case work and/or mental health counseling to individuals, families, and groups of all ages.
- Refer participants to appropriate programs, resources and services when necessary.
- Follow-up with contact agencies regarding referred client's situation.
- Represent department at meetings and community events. Assist with administrative tasks and office support as requested.
- Record keeping, including case notes; prepare reports, statistics, letters, and other documents to be maintained in files and records; file records and reporting forms. Maintain accuracy and confidentiality of records.
- Ensure quality care and continuity of treatment.
- Other duties as assigned.

JOB REQUIREMENTS

- Master's Degree in Social Work, Counseling or related field.
- Fully licensed mental health professional in good standing through the state of Michigan.
- Must possess excellent communication skills, oral and written; effective interviewing skills.
- A positive attitude when dealing with the public and good judgment in handling questions; ability to know when to refer problems to the supervisor.
- Problem solving and organizational skills and the ability to work well under pressure of deadlines and changing priorities.
- Must have ability to establish and maintain effective working relationships with public, co-workers, and outside organizations
- Knowledge of Microsoft Word, and Power Point applications. Computer and internet experience necessary
- Must possess a valid driver's license and a good driving record as determined by the City of Southfield's Driving Standards.
- Applicants will be subject to criminal history background investigation.

The selection process will include a review of the applicant's experience for posted requirements, and an oral interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT:

City of Southfield
Human Resources Department
26000 Evergreen Road, Southfield, MI 48076

Applications may be downloaded from the City's website at www.cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Department no later than 5:00 p.m.

Friday, February 29, 2008

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

vr DATED: February 4, 2008



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or (248) 354-4831 (TDD) if auxiliary aids or services are needed. Reasonable advance notice is required.