

CPES JOB OPENING LIST - Phoenix

Wednesday February 1, 2012

Employment & Training Center

Website: www.cpes.com

2415 W. Huntington Dr. Suite 103, Tempe, AZ 85282 Phone: (602) 431-9511 Office Hours: Mon-Fri 8 a.m. - 4 p.m.

SITE NAME:	LOCATION:	A.D.	POSTING DATE:	CLOSING DATE:	SPECIFIC JOB REQUIREMENT & SITE NEEDS:	CURRENT SHIFT HOURS OPEN AT SITE:	HRS PER WK:
<u>DIRECT SUPPORT PROVIDER OPENINGS</u>							
Must be 21 years of age or older if driving is required w/ a valid AZ driver's license. Must be able to climb stairs and lift a minimum of 50 pounds. Must be able to pass for a DPS fingerprint clearance card and possess standard computer skills. Looking for a creative, self-initiating, high energy team player w/ good communication and writing skills as well as good interpersonal skills who works well w/o supervision to work w/ individuals w/ varying degrees of disabilities and behavioral issues in a residential setting. Strong work ethic and the ability to multi task required. Ability to read, write and communicate clearly is a must. - See job description for additional details.							
DTA Floater	Tempe	Matthews	1/25/2012	Open until interview process begins	Must meet driving requirements	Monday-Friday 8a-3:30p	35-40
Castle			Position Closed	Interview process started 2.1.12			
West	Tempe	Bennett	2/1/2012	open until interview process begins	Internal Candidates only. Female, must meet driving requirements.	Fri/Sat 10p-10a, Sun 10p-8a	34
Elliot's	Tempe	Bennett	2/1/2012	open until interview process begins	Internal Candidates only. must meet driving requirements.	Sun, Thurs, Fri 2p-10p & Sat 8a-4p	32
West Monte	Tempe	Bennett	2/1/2012	open until interview process begins	Must meet driving requirements	Tuesday - Friday 3p-11p	
44th Place	Tempe	Bennett	2/1/2012	Open until interview process begins	Female preferred, must meet driving requirements	Sat, Sun & Mon 1p-11p	30
Indigo	Phoenix	Erspamer	1/25/2012	Open until interview process begins	Female, driver must meet the driving requirements	Mon-Thurs 2p-11p Fri 2-6p	40
Indigo	Phoenix	Erspamer	1/25/2012	Open until interview process begins	Female, driver must meet the driving requirements	Monday 11p- Friday 9a	40
Indigo	Phoenix	Erspamer	1/25/2012	Open until interview process begins	Female, driver must meet the driving requirements	Tue 2-11p Wed 2-11p Thurs 3-10p Fri 2-9p	32
Jericho	Phoenix	Erspamer	1/18/2012	Open until interview process begins	Male, must meet driving requirements	Mon/Fri 2p-9p & Sat/Sun 11a-9p	34
Jericho	Phoenix	Erspamer	01/18/12	Open until interview process begins	Must meet driving requirements	Tues, Wed, Thurs, 3p-9p & Sat/Sun 1p-9p	34
Jericho	Phoenix	Erspamer	01/18/12	Open until interview process begins	Must meet driving requirements	Mon-Fri 1p-9p	40
Relief	West Valley	Erspamer	02/01/12	Open until interview process begins	Female preferred, must meet driving requirements	Hours vary, must be flexible with availability	
Harmony House	Flagstaff	Matthews	12/28/11	Open until interview process begins	Must meet driving requirements	Monday-Friday 8a-4p	40
Harmony House	Flagstaff	Matthews	02/01/12	Open until interview process begins	Must meet driving requirements	Monday - Friday 8a-4p	40
North Haven	Phoenix	Erspamer	12/21/11	Open until interview process begins	Must meet driving requirements	Sun -Thurs 10p-6a	40

Open until interview process begins

Cedar Lane	Payson	Matthews	01/25/12	Open until interview process begins	Male preferred,must meet driving requirements	Monday-Friday 12-3p	
Relief	Flagstaff	Matthews	08/24/11	Open until interview process begins	Must meet driving requirements	(Relief) Hours vary, must be flexible with availability	
Relief	Flagstaff	Matthews	08/24/11	Open until interview process begins	Must meet driving requirements	(Relief) Hours vary, must be flexible with availability	
Relief	Flagstaff	Matthews	08/24/11	Open until interview process begins	Must meet driving requirements	(Relief) Hours vary, must be flexible with availability	

Employment Specialist

Same as DSP job requirements. In addition, must be willing to work outdoors when necessary and train/teach work skills in a community environment. Standard Computer Skills Required. - **See job description for additional details.**

LEAD SUPPORT PROVIDER OPENINGS

Looking for a dynamic team leader to take on the role and responsibilities of supervisor when the supervisor is not present. 6+ months experience preferred but not required unless otherwise noted. Must be available to carry and answer emergency cell phone as needed. Must be 21 years of age or older as driving is required and must possess a valid AZ driver's license. Must be able to climb stairs and lift a minimum of 50 pounds. Must be able to pass for a DPS fingerprint clearance card and possess standard computer skills. Looking for a creative, self-initiating, high energy team player w/ good communication and writing skills as well as good interpersonal skills who works well w/o supervision to work w/ individuals w/ varying degrees of disabilities and behavioral issues in a residential setting. Strong work ethic and the ability to multi task required. Ability to read, write and communicate clearly is a must.

See job description for additional details.

Sunflower	Payson	Matthews	1/25/2012	Open until interview process begins	Must meet driving requirements	Friday 3-11p Sat 9a-11p Sunday 9a-11p	36-40
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Senior Elite

Position Closed

Interview process started 2.1.12

North Haven	Phoenix	Erspamer	1/11/2012	Open until interview process begins	Must meet driving requirements	Mon 2p-10p Thur 2p-10p Fri 2p-10p Sat 10a-6p Sunday 10a-6p	40
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SUPPORT SUPERVISOR

See LSP job requirements above. In addition, high school diploma or GED plus two (2) years experience in human services field; two (2) yrs. previous supervisory experience, ability to write Behavioral Treatment Plans & knowledge of DDD monitoring regulations. (Any combination of training and experience that demonstrates the necessary skills may be substituted for the aforementioned experience.) - See job description for additional details.

BEHAVIORAL HEALTH PARAPROFESSIONAL/TECH OPENINGS

Must be 21 yrs. of age or older with a valid AZ Drivers License. Must be able to climb stairs and lift a minimum of 50 lbs. Must be able to pass a DPS Fingerprint Clearance. Standard Computer Skills Required. **Must have a United States High School Diploma/GED.** Looking for a creative, self-initiating, high energy team player w/ good communication and writing skills as well as good interpersonal skills who works well w/o supervision to work w/ individuals w/ varying degrees of disabilities and behavioral issues in a residential setting. Strong work ethic and the ability to multi task required. Ability to read, write and communicate clearly is a must. **For BHT openings** - Must have Bachelor's Degree + one year of residential experience with SMI-or-4 years of residential experience with SMI in Behavioral Health residential setting. - **See job description for additional details.**

Homestead North	Flagstaff	Waters	12/16/2011	Open until interview process begins	Must meet driving requirements	(Relief) Hours vary, must be flexible with availability	
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Open until interview process begins

Homestead North	Flagstaff	Waters	12/21/2011	Open until interview process begins	Must meet driving requirements	(Relief) Hours vary, must be flexible with availability	
Homestead North	Flagstaff	Waters	12/21/2011	Open until interview process begins	Must meet driving requirements	(Relief) Hours vary, must be flexible with availability	
Homestead North	Flagstaff	Waters	12/21/2011	Open until interview process begins	Must meet driving requirements	(Relief) Hours vary, must be flexible with availability	
Homestead North	Flagstaff	Waters	1/11/2012	Open until interview process begins	Must meet driving requirements	(BHT) Monday-Friday 2:30-10:30p	40
Homestead North	Flagstaff	Waters	1/11/2012	Open until interview process begins	Must meet driving requirements	BHPP or BHT Sat and Sunday 7a-11p	32
Homestead North	Flagstaff	Waters	1/11/2012	Open until interview process begins	Must meet driving requirements	(BHPP or BHT NOC) Mon-Fri 10p-8a	40
Homestead North	Flagstaff	Waters	1/11/2012	Open until interview process begins	Must meet driving requirements	(BHPP or BHT NOC) Fri-Sun 10p-8a	30

Lead BHT

See BHPP/BHT experience. Must have 5 years experience in Behavioral Health with SMI-or-Bachelor's Degree + 1 year experience in Behavioral Health residential setting with SMI. - **See job**

BH SUPERVISOR OPENINGS

See Lead BHT requirements. In addition, possess 6+ years of education and/or experience. *(Any combination of education and experience that demonstrates the necessary skills may be substituted for the aforementioned experience.)* Availability to carry a cell phone and be on call to respond to emergencies 24/7. - **See job description for additional details.**

Program Manager

High School diploma or GED plus four (4) years experience in behavioral health. Preferred qualifications: Bachelor's degree in a behavioral health field from an accredited college; or a bachelor's degree in any field plus one (1) year experience in behavioral health. - **See job description for additional details.**

CCS Counselor

Must be a minimum of 21 years of age. Bachelors Degree in Counseling or Social Services. Must be able to pass a DPS Fingerprint Clearance. Preferred Qualifications: Arizona Board of Behavioral Health Licensure in Counseling, Social Work or Marriage and Family Therapy. (2) years counseling/consulting experience. CPR and First Aid Certification. Word, Excel required - **See job description for additional details.**

CCS	Casa Grande	Harvey	11/16/2011	Open until interview process begins	see requirements below	Mon-Fri 8a-5p	40
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CCS Program Coordinator

Must be a minimum of 21 years of age. Masters Degree in Counseling or Social Services (or Bachelors Degree for DDD Coordinator). Strong Organizational and communication skills. Computer/Network/database proficiency. Must be able to pass a DPS Fingerprint Clearance. Preferred Qualifications: Arizona Board of Behavioral Health Licensure in Counseling, Social Work or Marriage and Family Therapy. (3) years counseling/consulting experience. Functional Behavioral Assessment/Positive Behavioral Support proficient CPR and First Aid Certification. Strong Group/meeting facilitation skills. Word, Excel required - **See job description for additional details.**

CCS	Flagstaff	Harvey	7/6/2011	Open until interview process begins	see requirements above.	Mon-Fri 8a-5p	
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Open until interview process begins

CCS Administrative Assistant

High School Graduate, minimum 21 years of age; minimum 1 year administrative/clerical responsibilities in the behavioral health and/or clinical environment. Desired Qualifications & Skills: Strong organizational and computer skills; familiarity with data entry and appointment software. Overall responsibility: assist with reception duties and all administrative duties, including creating and editing documents. Must be able to pass a fingerprint clearance. - ***See job description for additional details.***

CCS Operations Manager

Must be a minimum of 21 years of age. Must be able to pass a DPS Fingerprint Clearance. Preferred Qualifications: (2) years supervisory experience in clinical or behavioral health facility, including environmental management skills as required by OBHL. AA or BA in Business Management and/or Social Work, Healthcare. Experience will be considered in lieu of degree. - ***See job description for additional details.***

CCS Support Specialist

Bachelors Degree in Counseling or Social Services. Arizona board of Behavioral Health Licensure in Counseling. (1) year consulting experiences. Fingerprint Clearance Documentation. - ***See job description for additional details.***

CCS File Clerk

High School Graduate, minimum 21 years of age; Minimum 1 year administrative/clerical responsibilities in a behavioral health and/or clinical environment. Desired Qualifications & skills: Strong organizational and computer skills; familiarity with data entry and appointment software. Overall responsibility: Maintain client files per operations standards, support reception duties as assigned. Must be able to pass fingerprint clearance. - ***See job description for additional details.***

CCS Psychologist

A doctoral degree in psychology, educational psychology, counseling psychology, clinical psychology, or as provided by the state Board of Psychologist Examiners with License. 21 years of age. Inpatient experience working specifically with children ages 10-17 years old. - ***See job description for additional details.***

Service Coordinator

Completion of an Associate of Arts Degree or equivalent three (3) years of experience working in the human service field with developmentally disabled/seriously mentally ill population is required. Prefer Bachelor's degree in a behavioral health field from an accredited college; or a bachelor's degree in any field plus one (1) year experience in behavioral health. - ***See job description for additional details.***

Early Interventionist

A Bachelor's Degree from an accredited college or university for a major in early childhood development, early childhood special education, nursing, speech or physical therapy, social work, or a closely related field OR completion of the Az EIP Standards of Practice for Early Interventionists. Bilingual English/Spanish Standard Computer Skills. - ***See job description for additional details.***

Foster Care Licensing Specialist

Bachelor's degree in related field - background in social services, child development, psychology or sociology. 2+ years experience in the field with a strong knowledge of the AZ State System for Child Protective Services and Developmental Disabilities Division. Prefer bilingual English/Spanish and be a PS-MAPP Certified Trainer. - ***See job description for additional details.***

Miscellaneous and Other Administrative Positions