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<https://csgonline.org/careers/>

**Business Description:** CSG was founded in 1972 with the goal of providing quality community-based intellectual and developmental disability (IDD) and mental health services in Central and Northeastern Pennsylvania. Today, we've grown to over 1,300 employees in 19 counties across Pennsylvania. Our specialized programs are designed to meet the needs of the individuals we serve and help them reach their full potential. We take pride in empowering individuals and providing services that allow individuals to live full, meaningful lives within our communities.

**Knowledge, Skills and Abilities Needed:** We welcome those who are new to human services and those who have experience. Qualifications for open positions vary by the type of service provided and are identified in each job posting. Find the best match for your skills, educational background, interests and qualifications by reviewing our list below.

- No experience or education
- HS Diploma or Equivalency
- Associates, Bachelor's or Master's Degree
- Certified Peer Specialist (CPS)
- LPN, RN, CMA, PNP
- LBS, ABA, BCaBA, RBT, BCAT
- LSW, LCSW, LPC, LMFT, Licensed Psychologist

## **ADULT INTELLECTUAL AND DEVELOPMENTAL DISABILITY SERVICES**

### **Title: Program Director**

**Description:** The Program Director provides management, oversight, and leadership in compliance with regulations and contractual relationships, as well as aligning with Community Services Group's (CSG) mission and core values. The Program Director is a member of the company's leadership and is a resource person for Mental Health (MH) or Intellectual and Developmental Disabilities (IDD) Services. The Program Director is a member of other operating committees as assigned.

**Pay:** Based on experience. CSG is offering a \$2,000.00 Sign-On-Bonus for this position that will be paid after successful completion of the initial evaluation period.

**Qualifications:** Master's degree or above from an accredited college or university, one year work experience working directly with persons with mental illness and/or intellectual and/or developmental disability and at least one year supervision/management experience or Bachelor's degree from an accredited college or university, two years work experience working directly with persons with mental

illness and/or intellectual and/or developmental disability and at least one year supervision/management experience. Must have a valid driver's license, good driving record, and access to a reliable vehicle to attend trainings, meetings.

**Job Title: Lifesharing Specialist**

**Description:** The Lifesharing Specialist is responsible for the oversight of the Lifesharing Program (LSP). The Lifesharing Specialist is responsible for supervision and evaluation of services provided for the individual and coordination of the support services for the family or caregiver. The Lifesharing Specialist is responsible for the completion or coordination of the individual's assessment, development, review, update, and revision of the Individual Support Plan (ISP), and the implementation in the areas of independent functioning, physical development, communication skills, academic, adaptive behavior, community skills and daily living skills order to promote greater independence.

**Pay:** \$21.67 per hour

**Qualifications:** Master's degree from an accredited college or university and 1 year experience working directly with persons with mental illness/intellectual and/or developmental disabilities; or a bachelor's degree from an accredited college or university and 2 years experience working directly with persons with mental illness/intellectual and/or developmental disabilities; or an associate's degree or 60 credit hours from an accredited college or university and 4 years experience working directly with persons with mental illness/intellectual and/or developmental disabilities; or a High school diploma or equivalency and 6 years work experience working directly with persons with mental illness/intellectual and/or developmental disabilities.

**Job Title: Program Manager**

**Description:** The Program Manager provides leadership and program oversight in the supervision of intellectual and developmental disability (IDD) Community Homes services. They are responsible for communicating and fostering company values and philosophies as well as general program management. The Program Manager is directly supervised by the Program Director.

**Pay:** \$20.67 per hour

**Qualifications:** Master's degree from an accredited college or university, 1 year experience working directly with persons with mental illness/intellectual and developmental disabilities and 1 year supervisory experience. OR A bachelor's degree from an accredited college or university, 2 years of experience working directly with persons with mental illness/intellectual and developmental disabilities and 1 year supervisory experience. OR An associate's degree or 60 credit hours from an accredited college or university, 4 years of experience working directly with persons with mental illness/intellectual and developmental disabilities and 1 year supervisory experience (except in the ICF/MR setting). OR High school diploma or equivalency, 6 years of work experience working directly with persons with mental illness/intellectual and developmental disabilities and 1 year supervisory experience (except in the ICF/MR setting).

**Job Title: Program Specialist**

**Description:** The Program Specialist is responsible for the completion and coordination of the individual's assessment, for the development, review, update, and revision of the Individual Support Plan (ISP). You are responsible for the implementation of goal plans in the areas of independent functioning, physical development, communication skills, academic, adaptive behavior, community skills and daily

living skills in order to promote greater independence. The Program Specialist reports directly to the Program Director.

**Pay:** Starting at \$20.67 per hour (Hourly rates may increase based on experience).

**Qualifications:** A master's degree or above from an accredited college or university and 1 year of work experience working directly with individuals with mental illness/intellectual and developmental disabilities; or A bachelor's degree from an accredited college or university and 2 years of work experience working directly with individuals with mental illness/intellectual and developmental disabilities; or An associate's degree or 60 credit hours from an accredited college or university and 4 years of work experience working directly with individuals with mental illness/intellectual and developmental disabilities. A valid driver's license, good driving record, and access to a reliable vehicle to attend trainings, meetings, and/or transport individuals to appointments. Able to work flexible hours.

### **Job Title: Program Supervisor**

**Description:** The Program Supervisor is responsible for the daily operation of a community home for individuals with intellectual and developmental disabilities. The Program Supervisor is responsible for the delegation of work, assignment of duties, completion of tasks of direct support staff and for supporting the principles and values of self-determination, in accordance with Community Services Group policies and applicable regulations. The Program Supervisor reports directly to the Program Manager.

**Pay:** \$18.00 per hour. CSG is offering a \$1,000.00 Sign-On-Bonus for this position that will be paid after successful completion of the initial evaluation period.

**Qualifications:** A high school diploma or equivalent, and 1 year working experience in programs for individuals with mental illness/intellectual and developmental disabilities. Must have a valid driver's license, good driving record, and access to a reliable vehicle to attend trainings, meetings, and/or transport individuals to appointments. Must be able to work flexible hours.

### **Job Title: Direct Support Professional (DSP)**

**Description:** The Direct Support Professional (DSP) is a caregiver that supports adults with intellectual and/or developmental disabilities in either a residential or community-based setting while maintaining sensitivity to the rights and dignity of the individual. The DSP in a residential setting is responsible for assisting individuals to live a self-directed life, assisting with activities of daily living, implementing individual programming, and responsible for the routine operation of the home. The DSP reports directly to the Program Supervisor.

**Pay:** Starting wage \$15 per hour with increase possible based on relevant IDD experience. Potential to earn a shift differential.

**Qualifications:** Residential Programs: 18 or older. Day Programs: 18 or older plus HS Diploma or GED. Both Programs: Willingness to accompany those you serve into the community and provide support and assistance in interactions while maintaining sensitivity to the civil and human rights and dignity of the individual. Valid driver's license and the willingness to transport individuals in personal or CSG vehicles, including passenger vans. Willingness and ability to work in and travel to an identified group of community homes. Ability to work flexible hours as needed.

## **ADMINISTRATION**

### **Job Title: Client Experience Ambassador II**

**Description:** The Client Experience (CX) Ambassador II is a primary CSG operations team member that proactively and innovatively anticipates and addresses the needs of our clients, external customers, and internal program partners ensuring a successful and satisfactory experience. The CX Ambassador is responsible for supporting our customers, clients, ambassadors, employees or anyone they might come in contact with while working. It is their task to problem-solve and journey with the customer while assisting them with their needs. The CX Ambassador works in small interdisciplinary and collaborative teams that have a bias for action, and are nimble, flexible, and adaptable. The CX Ambassador welcomes and values diversity in thinking, actions, and ideas. The Client Experience Ambassador 2 reports directly to the Director of Client Experience or designee.

**Pay:** \$17.00 per hour, may be negotiable based on relevant experience.

**Qualifications:** Bachelor's Degree; OR 4 years of experience in a hospital or healthcare office environment or an equivalent combination of education and experience. Experience in medical billing and insurance. Able to multitask and manage multiple duties throughout the day. Able to work flexible hours are needed. Able to travel to trainings/meetings upon request of which may include occasional overnight stays.

## **ADULT MENTAL HEALTH SERVICES**

### **Job Title: Outpatient | Group Therapists**

**Description:** Therapists are responsible for providing diagnostic and therapeutic services to individuals and their families. They participate actively in all relevant team, supervision, and general staff meetings, to enhance the services of Community Services Group.

**Pay: Outpatient:** Starting salary (negotiable based on relevant experience): Unlicensed - \$45,000/yr., LSW - \$50,000/yr., LPC/ LMFT/LCSW - \$55,000/yr. **Group:** Starting salary: \$45,000/year- negotiable based on experience and licensure.

**Qualifications:** Master's or doctorate degree from an accredited college or university in social work, counseling, psychology or a related field; OR Master's or doctorate degree from an accredited college or university in social work, counseling, psychology or related field possessing a License in Social Work (LSW), License in Professional Counseling (LPC), or License in Marriage and Family Therapy (LMFT).

### **Job Title: Clinical Coordinator**

**Description:** The Clinical Coordinator develops and implements in-house programming for individuals in mental health services. The Clinical Coordinator provides guidance and supervision to the employees in the development of overall service plans. The Clinical Coordinator works closely with the program director to ensure individuals receive quality programming and achieve their highest potential.

**Pay:** \$54,000/yr., based on experience and education.

**Qualifications:** Master's degree in social work, psychology, clinical counseling or other human services or related field from an accredited college or university. Strong clinical background and skills with experience and knowledge of chronic and persistent mental illness and understanding of Recovery and Resiliency principles. At least 1 year of strong supervision/management experience. Minimum 1 to 3 years of mental health clinical experience preferred but not required. Licensed Practical Nurse (LPN) preferred. Mental Health, Intellectual & Developmental Disability (IDD), Forensic and/or Drug & Alcohol (D&A) experience preferred but not required. Able to work flexible hours. Must have a valid driver's license, good driving record, and access to a reliable vehicle to attend trainings, meetings.

**Job Title: Outreach Specialist**

**Description:** The Outreach Specialist will provide prevention resources and intervention services to students and families at risk of and experiencing homelessness. The Outreach Specialist will identify and advocate for the needs of students and families by removing barriers, as well as ensure access to support services that enable a student's education to continue uninterrupted and families to secure non-transitional housing. The Outreach specialist will coordinate and collaborate with educational and community systems to secure essential resources for students and families. The Outreach Specialist reports directly to the Program Director.

**Pay:** Negotiable

**Qualifications:** A Master's degree in Social Work (MSW) from an accredited college or university with experience working with at-risk youth and families or a Bachelor's degree in Social Work (BSW), from an accredited college or university and two (2) years of work experience in human services including experience working with at risk youth and families.

**Job Title: Case Manager**

**Description:** As a Case Manager, you will provide casework services to assist individuals and their families in achieving their optimum level of functioning. Case Managers exercise clinical/casework skills and considerable independent judgment, decision making, and creativity in facilitating the individual's/family's personal growth and enhancing the stability of their social network. The Case Manager reports directly to the Program Director.

**Pay:** \$19.00 per hour. Wage negotiable based on experience.

**Qualifications:** A bachelor's degree from an accredited college or university with major coursework in sociology, social work, psychology, gerontology, anthropology, criminal justice, theology, nursing, political science, history, counseling, or education; OR an associate's degree from an accredited college or university with major coursework in sociology, social work, psychology, gerontology, anthropology, criminal justice, theology, nursing, counseling, or education PLUS 5 years of paid experience in human services. A valid driver's license, good driving record, and access to a reliable vehicle to attend trainings, meetings, and/or transport individuals to appointments. Able to work flexible hours.

**Job Title: Mobile Psychiatric Rehabilitation Associate**

**Description:** The Mobile Psychiatric Rehabilitation Associate is responsible for assisting and supporting the individual in achieving their identified level of recovery. This position meets the regulation requirements of a Psychiatric Rehabilitation Worker.

**Pay:** Starting wage: \$18.00 per hour, may be negotiable based on experience.

**Qualifications:** A Bachelor's degree from an accredited college or university with academic concentration in an area relevant to the position; or an Associate's degree from an accredited college or university and one year work experience in mental health direct service; OR have a Certified Peer Specialist (CPS) certificate and one additional year paid or volunteer work experience in mental health direct service; OR have a high school diploma or equivalency and 2 years work experience in human services which must include 1 year of mental illness direct care experience. Must have a valid driver's license, good driving record, and the ability to travel on a daily basis to meet with individuals in community settings.

**Job Title: Group Activity Therapist**

**Description:** The Group Activity Therapist primary responsibility is to assist and support individuals in achieving their optimal level of functioning as an active member of a multidisciplinary team.

**Pay:** \$18.00 per hour, negotiable based on experience.

**Qualifications:** Graduate of an accredited college or university with a bachelor's degree in human services or related field and prior working experience in mental health or a licensed practical nurse with 2 years working experience in mental illness and/or intellectual and developmental disabilities settings.

**Job Title: Behavioral Health Advisor**

**Description:** As a Behavioral Health Advisor, you have the opportunity to assist individuals with mental health diagnoses to live more independently and to adjust to life as an independent member of the community while integrating the philosophies of recovery and resiliency. The Behavioral Health Advisor participates in the individual's development of interdependence, self-directed care, individually created support systems and community involvement. Reports to Residential Supervisor or Assistant Program Director.

**Pay:** Hourly Rate: \$18.00 to \$19.00 per hour based on education plus an awake overnight shift differential.

**Qualifications:** High school diploma or equivalency. A valid driver's license, good driving record, and access to a reliable vehicle to attend trainings, meetings, and/or transport individuals to appointments. Able to work flexible hours.

**Job Title: Driver**

**Description:** The Driver is responsible for transporting and/or aiding in the transporting of individuals to appointments and programs. The Driver reports directly to the Program Director.

**Pay:** \$15.00 per hour

**Qualifications:** Must be at least 18 years of age and 2 years of driving experience. Must be able to drive a passenger van.

**YOUTH MENTAL HEALTH SERVICES**

**Job Title: Outpatient | Family Based | School Based Therapists**

**Description:** Therapists are responsible for providing diagnostic and therapeutic services to individuals and their families. They participate actively in all relevant team, supervision, and general staff meetings, to enhance the services of Community Services Group.

**Pay: Outpatient:** Starting salary (negotiable based on relevant experience): Unlicensed - \$45,000/yr., LSW - \$50,000/yr., LPC/ LMFT/LCSW - \$55,000/yr. **Family Based:** Starting salary \$48,000/yr. Salary is negotiable based on relevant experience. A \$1,500.00 Sign-On-Bonus to be paid after the successful completion of the initial evaluation period. **School Based:** Starting wage (negotiable based on relevant experience): LSW - \$25.00 per hour. LPC/LMFT/LCSW - \$27.00 per hour.

**Qualifications:** Master's or doctorate degree from an accredited college or university in social work, counseling, psychology or a related field; OR Master's or doctorate degree from an accredited college or university in social work, counseling, psychology or related field possessing a License in Social Work (LSW), License in Professional Counseling (LPC), or License in Marriage and Family Therapy (LMFT).

**Job Title: Family Based Mental Health Worker**

**Description:** The Mental Health Worker is a member of the multidisciplinary team. The primary responsibility of the Mental Health Worker is to assist and support individuals and/or their families in

achieving their optimal level of functioning. The Mental Health Worker exercises clinical skills and considerable independent judgment, decision making, and creativity in facilitating the personal growth and enhancing the stability of the social network of those being served.

**Pay:** Starting wage: \$19.23/hour, negotiable based on relevant experience.

**Qualifications:** A bachelor's degree in psychology, sociology, social work, nursing, rehabilitation, pre-med, theology or anthropology from an accredited college or university AND one year of experience in a CASSP system program or 12 college level semester hours in humanities or social services plus one year of experience in a CASSP system program and be enrolled for certification by the Office of Mental Health and Substance Abuse Services as a mental health family based worker.

**Job Title: Mental Health Worker**

The Mental Health Worker is a member of the multidisciplinary team. The primary responsibility of the Mental Health Worker is to assist and support individuals and/or their families in achieving their optimal level of functioning. The Mental Health Worker exercises clinical skills and considerable independent judgment, decision making, and creativity in facilitating the personal growth and enhancing the stability of the social network of those being served. The Mental Health Worker reports directly to the Program Director.

**Pay:** Starting wage \$21.15/hour, may be negotiable based on relevant experience. \$2,000 sign-on bonus paid at successful completion of probationary period!

**Qualifications:** Graduate of an accredited college or university with a bachelor's degree in psychology, sociology, social work, counseling, education, or a similar human service field and have at least one year of full-time, paid work experience in a job that involves direct contact with children or adolescents; OR a high school diploma and more than one year of paid work experience that involves direct contact with children or adolescents. A valid driver's license, good driving record, and access to a reliable vehicle to attend trainings, meetings, and/or transport individuals to appointments. Able to work flexible hours.