



JOB NOTICE

ADMINISTRATIVE ASSISTANT

Meridian HealthCare, a large non-profit integrated healthcare agency with over 260 employees and 12 locations in the Youngstown/Warren, Ohio area, is searching for an Administrative Assistant to support our outpatient programs. Duties to include creating word/excel documents; taking meeting minutes; answering phones; accounts payable; etc. Full-time with benefits. Free Medical, Dental, and Vision insurance. Generous paid leave program, employer matched pension plan, professional training series, wellness program etc.

QUALIFICATIONS: Successful candidate needs to be self-motivated, flexible, and demonstrate critical thinking and problem solving skills for Meridian's fast paced working environment. Must have experience working with Quicken. Excellent computer skills including Microsoft Word, Excel and PowerPoint, strong organizational/interpersonal skills and professional telephone etiquette skills are required. Must pay attention to detail, and be able to multi-task.

APPLICATION PROCEDURE: Submit application to dwolf@MeridianHealthCare.net, FAX: (330) 797-9148 or by mail: Attn: D. Wolf, Meridian HealthCare, 527 N. Meridian Rd, Youngstown, OH 44509. Applications can be obtained at www.MeridianHealthCare.net.

ABOUT MERIDIAN: Meridian HealthCare traces its roots back to 1972, when it was incorporated as a community-based, non-profit organization with a goal of serving individuals and families struggling with addiction.

We recognized over the years that individuals and families dealing with alcohol and/or other drug addictions face many barriers that go beyond the substance being abused. Among them are mental illness, homelessness, HIV/AIDS, inadequate medical care, lack of job skills and more. We recognized that any comprehensive and successful treatment program must also address these issues.

Meridian HealthCare's focus is on Saving Lives, Serving Communities. We offer a comprehensive approach to substance abuse and mental health treatment, including residential and outpatient treatment, prevention, primary healthcare, housing, employee assistance programming, recovery support services and much more.

Meridian HealthCare is a Drug Free Employer and Equal Opportunity Employer

08/2017



JOB NOTICE

ADMINISTRATIVE ASSISTANT

MERIDIAN HEALTHCARE, a large non-profit integrated healthcare agency with over 260 employees and 12 locations in the Youngstown/Austintown and Warren, Ohio area is searching for an Administrative Assistant to work in our Treatment Alternatives for Safer Communities (TASC) program. Duties to include answering phones, greeting visitors, data entry, maintaining client charts, client intakes, etc. Full-time with benefits.

Must be proficient in Microsoft Word, Excel, and Outlook. Must have good communication skills, pay attention to detail, be assertive and be able to multi-task.

Submit application to asantamas@MeridianHealthCare.net, FAX: (330) 743-2408 or by mail: Attn: A. Santamas, TASC, A Program of Meridian HealthCare, 64 Ridge Avenue, Youngstown, OH 44502. Applications can be obtained at www.MeridianHealthCare.net.

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COUNSELOR (YOUTH AND YOUNG ADULT)

Due to continued growth, MERIDIAN HEALTHCARE, a large non-profit integrated healthcare agency with over 260 employees and 12 locations in the Youngstown/Warren, Ohio area, seeks an energetic, detailed oriented individual to join our counseling team. Duties to include assessments, individual and group counseling, electronic documentation, etc. Primary focus will include working with youth and young adults. Full-time; competitive salary.

QUALIFICATIONS: Master's Degree and Ohio licensure (LSW/LISW or LPC/LPCC) required; LCDC III and LICDC considered. Will also consider Counseling/Social Work students close to graduation.

APPLICATION PROCESS: Submit application to srenato@MeridianHealthCare.net, FAX: (330) 797-9148 or by mail: Attn: S. Renato, Meridian HealthCare, 527 N. Meridian Road, Youngstown, OH 44509. Applications can be obtained at www.MeridianHealthCare.net or the address above.

BENEFITS: Free Medical, Dental, and Vision insurance for full-time positions. Generous paid leave program, employer matched pension plan, professional training series and wellness program for all employees.

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DIRECTOR OF CLINICAL TREATMENT

POSITION: Due to continued growth, MERIDIAN HEALTHCARE, a large non-profit integrated healthcare agency with over 260 employees and 12 locations in the Youngstown/Warren, Ohio area, seeks a detail oriented individual to work in conjunction with the CEO and Executive staff in ensuring quality and competency of behavioral health services throughout the Agency. Will work with Program Directors and Managers to ensure that the needs of our diverse consumers are met across the continuum of care.

QUALIFICATIONS: Master's degree in counseling, social work or related field required; Independent licensure along with Supervisory designation (LPCC-S or LISW-S) required. Scope of practice must include mental health and drug and alcohol counseling.

BENEFITS: Free Medical, Dental, and Vision insurance for full-time positions. Generous paid leave program, employer matched pension plan, professional training series and wellness program for all employees.

APPLICATION PROCESS: Submit application to mfawcett@MeridianHealthCare.net, FAX: (330) 797-9146, or by mail: Attn: M. Fawcett, Meridian HealthCare, 8255 South Avenue, Youngstown, OH 44512. Applications can be obtained at www.MeridianHealthCare.net or at the address above.

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DIRECTOR OF QUALITY ASSURANCE

POSITION: MERIDIAN HEALTHCARE, a large non-profit integrated healthcare agency with over 260 employees and 12 locations in the Youngstown/Warren, Ohio area, seeks a detail oriented individual to ensure that the daily delivery of Medical and Behavioral Health treatment services are in compliance with accreditation, state, and agency standards. Duties will include fostering the development of agency program integration, the development and implementation of policies and procedures for all agency programs, developing and implementing Performance Improvement and Quality Assurance Plans, and serving as a liaison between accreditation bodies and the agency.

QUALIFICATIONS: Bachelor's degree in medical/nursing, public health, social services, or related field required. Must have experience with accreditation process (CARF and/or JCAHO).

BENEFITS: Free Medical, Dental, and Vision insurance for full-time positions. Generous paid leave program, employer matched pension plan, professional training series and wellness program for all employees.

APPLICATION PROCESS: Submit application to lmoliterno@MeridianHealthCare.net, FAX: (330) 797-9146, or by mail: Attn: L. Moliterno, Meridian HealthCare, 8255 South Avenue, Youngstown, OH 44512. Applications can be obtained at www.MeridianHealthCare.net or at the address above.

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RECOVERY SUPPORT SPECIALIST

POSITION: Meridian HealthCare, a large non-profit integrated healthcare agency with over 260 employees and 12 locations in the Youngstown/Austintown and Warren, Ohio area, is searching for a Recovery Support Specialist with Lived Experience to join our Housing Team. This individual will provide Recovery Support Services to individuals with a history of Mental Health and/or Addiction Concerns. Supports offered by this staff member include peer support, advocacy, outreach, referrals and linkage to recovery supports, data collection, etc.

BENEFITS: Full-Time. Medical, Dental, and Vision insurance. Generous paid leave program. Employer matching pension plan.

QUALIFICATIONS: High School Diploma required, CDCA preferred. State Peer Support Certification Required (Agency will assist in obtaining this training). Must be able to multi-task, pay attention to detail, and have good organizational skills.

APPLICATION PROCESS: Submit application to madams@MeridianHealthCare.net, FAX: (330) 259-8626 or by mail: Attn: M. Adams, Meridian HealthCare, 8255 South Avenue, Youngstown, OH 44512. Applications can be obtained at www.MeridianHealthCare.net. Drug Free Employer. EOE

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Auto Insurance	HS Diploma/GED
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Apply On-line – www.youngstowncomfortkeepers.com

Email – Brenda@youngstowncomfortkeepers.com

Fax – 330-744-3936



Position Announcement VLSP Paralegal # 1704

Location: Akron Office

Community Legal Aid is a private non-profit law firm which works to bridge the gap between poverty and justice for those in need. Legal Aid is the primary provider of free civil legal representation to low income and elderly residents of central northeast Ohio, concentrating its efforts on legal work that makes a difference in the lives of those it serves.

Job Description:

Under the supervision of the HelpLine Supervising Attorney, the VLSP Paralegal will assist in the provision of comprehensive, high quality legal services to eligible clients in civil cases in accordance with organizational policies and the Ohio Rules of Professional Conduct. The HelpLine is Community Legal Aid's centralized intake system that accepts application for service by telephone and through an online application portal.

Primary Duty:

Client Eligibility: The VLSP Paralegal will have primary responsibility for timely and accurately determining client eligibility for clients seeking assistance from Legal Aid through the HelpLine, including interviewing the client, accurately recording information in the client database, conflict checking and other screening. The VLSP Paralegal will spend the majority of work time taking live calls from clients seeking assistance from the HelpLine or contacting clients by telephone to obtain additional information necessary to complete an application for assistance.

Additional Duties:

The VLSP Paralegal may:

1. provide professional support in a wide variety of civil cases, including interviewing and screening of clients, working with clients to gather relevant documents, drafting of letters, affidavits, basic legal pleadings and other documents, tracking case status and ensuring that deadlines are met and otherwise assisting attorneys.
2. complete assigned office administrative duties.
3. be asked to assume a leadership role for specific projects.
4. perform other duties as required.

Qualifications:

- Demonstrated interest in and sensitivity to the legal needs of the poor as well as motivation to improve the condition of the poor,
- Ability to work effectively in a high-pressure call center environment,
- Ability to represent Community Legal Aid and to advocate for its mission,
- Professional attitude excellent interpersonal skills, dependability and a high desire to contribute to an effective and collaborative work environment,
- Independent worker with excellent analytical and organizational skills who can think systemically, who has the ability to prioritize tasks and meet deadlines, and who can plan projects, manage their execution, and document results,
- First rate oral and written skills,
- Thorough working knowledge of all computer programs and office machines used by the firm and ability to learn new programs and machines as required,

- Willingness and ability to work flexible hours to suit the needs of clients and the firm, specifically the ability to work into the early evening to conduct intake screening by telephone or at clinics and possible work at a Saturday morning clinic,
- Although not absolutely required, a college degree is preferable,
- Notary public or ability to become one immediately following hiring, and
- Ability to speak Spanish is highly desirable.

Reports To: HelpLine Supervising Attorney

Salary: \$22,500.00 + DOE. Excellent working environment and benefit package.

Deadline: Open until filled.

To Apply: Send cover letter, resume and references to: jobs@communitylegalaid.org and write 'Position #1704' in the email subject line. Only email submissions will be accepted.

**CLAS is an equal opportunity employer.
Minorities and women are encouraged to apply.**

www.CommunityLegalAid.org

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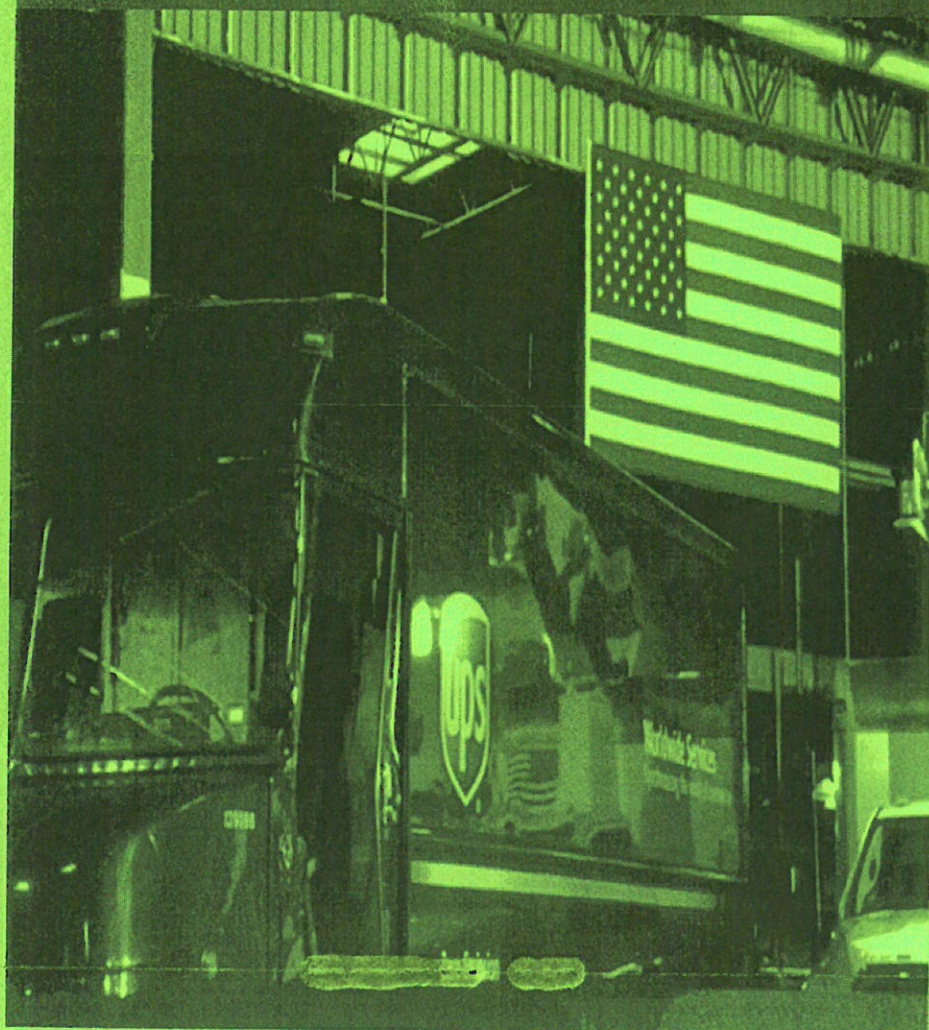
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