

# NAMI SOUTHWESTERN PENNSYLVANIA

---

## NOTICE OF AVAILABLE POSITIONS

### **Team Supervisor**

#### **Job Summary:**

The Consumer/Family Satisfaction Team of Allegheny County (CART) has an opening for a full-time CHIPP/CSP Supervisor. Supervisor responsible for orientation, training and evaluation of staff interviewers. The supervisor functions as the liaison with county staff and site providers and ensures reports are submitted in a timely manner.

#### **Job Requirements:**

Undergraduate degree and two yrs. supervisory experience or any combination of experience and training. Prior interview experience preferred. Knowledge of mental health system is reqd. Candidate must be able to quickly build rapport with providers, staff and individuals with mental illness. Position reqs. individual with flexibility, patience and tenacity, attention to detail and ability to meet deadlines. Knowledge of principles of consumer empowerment and recovery is reqd. Individuals and/or family members with personal exp. in the mental health system encouraged to apply. Valid PA Driver's license is reqd.

Send letter of interest and resume by January 29, 2010 Human Resources at NAMI Southwestern PA, 105 Braunlich Drive, Suite 200, Pittsburgh, PA 15237 or e-mail to [info@namiswpa.org](mailto:info@namiswpa.org). Please put the title of the position you are applying for in the subject line.

---

### **Consumer Satisfaction Interviewer**

#### **Job Summary:**

Interviewer travels to a variety of provider sites in Allegheny County to interview consumers of mental health and/or drug and alcohol services and their families about their satisfaction with services received. Position is part-time - 20 hrs/wk.

#### **Job Requirements:**

HS diploma and at least one yr. of interviewing experience. Must have record of good attendance and reliability. Excellent listening and verbal communication skills are essential. Must be able to quickly build rapport and have empathy. Individuals and/or family members with personal experience in the mental health or D&A system are encouraged to apply. Valid PA Driver's license is reqd.

Send letter of interest and resume by January 29, 2010 Human Resources at NAMI Southwestern PA, 105 Braunlich Drive, Suite 200, Pittsburgh, PA 15237 or e-mail to

[info@namiswpa.org](mailto:info@namiswpa.org). Please put the title of the position you are applying for in the subject line.

---

### **Program Secretary**

#### **Job Summary:**

Provide administrative & secretarial support. Duties: composing e-mail correspondence & letters purchasing office supplies, answering telephone hot-line, coordinating meetings and staff calendars, maintain databases, and provide assistance with special events and educational conferences. Functions as the liaison with the Board of Directors.

#### **Job Requirements:**

Graduate of secretarial school and at least 5 yrs exp. Work exp. in non-profit environment preferred. Excellent written & verbal communication skills reqd. Candidate should be a self-starter, customer-service oriented, have exceptional knowledge of computer software applications, and pay attention to detail in composing, typing and proofreading materials, establishing priorities & meeting deadlines. Knowledge of mental health system a plus. Must be able to work in team environment.

Send letter of interest and resume by February 1, 2010 Human Resources at NAMI Southwestern PA, 105 Braunlich Drive, Suite 200, Pittsburgh, PA 15237 or e-mail to [info@namiswpa.org](mailto:info@namiswpa.org). Please put the title of the position you are applying for in the subject line.