



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE

Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE

Phone 919-776-0746
Fax 919-774-1867
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE

Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

DISABILITIES/MENTAL HEALTH MANAGER

Location: Johnston, Lee & Harnett Counties

Johnston-Lee-Harnett Community Action, Inc. is seeking a Disabilities/Mental Health Manager.

The Disabilities/Mental Health Manager is responsible for the design, implementation, and coordination of disability and mental health activities.

- BA/BS degree is required with training or work related experience in area of special education, early childhood education, or psychology.
- Considerable knowledge of available community resources.
- Sensitive and committed to working with low-income families.
- Ability to keep accurate records and express ideas clearly in both oral and written form. Communicate effectively.
- Knowledge of IDEA
- Available reliable transportation
- Ability to maintain confidentiality.
- Physician statement of good health and provide personal statement of annual physical.
- Have negative results of TB test before beginning to work and on an annual basis.

ESSENTIAL FUNCTIONS

- Carries out goals, policies, and activities designed to implement the disability and mental health service area
- Update and revise annually the work plan with input and approval from the Policy Council, parents/guardians, and other staff.
- Maintain current records and perform tasks associated with disability and mental health efforts.
- Assist in preparation of budget and requisition materials/supplies as needed.
- Participate in staffing, staff meetings, training and other collaboration meetings.

Submit resume and three (3) letters of reference to:

Johnston-Lee-Harnett Community Action, Inc.

Human Resource Department

Post Office Drawer 711

Smithfield NC 27577

Minimum Starting pay: \$44,400 year

AN EQUAL OPPORTUNITY EMPLOYER
UNITED WAY AGENCY