



**HIRING NOW!!**

**PSI WANTS YOU**



*When we opened our doors in 1979, our mission was "Helping People Grow". Our dedicated and caring staff embraced that mission as we responded to the challenges in our community. Today PSI is a multi-state agency employing several hundred staff and servicing several thousand persons daily. We apply the technology and theories of today to meet the needs of tomorrow. From 1979 to present, the PSI mission is still "Helping People Grow."*

*PSI Services, Inc. is a leading health and human services agency that provides sophisticated services, training, and treatment to individual and families dealing with the challenges of mental illness, developmental disabilities, abuse and neglect. PSI takes its trade name from the Greek letter "PSI", the professional symbol for psychology.*

## **IMMEDIATE JOB OPENINGS!!!**

*PSI SERVICES, INC., a DC-based human services company is currently seeking energetic and dedicated applicants for our positions at our District of Columbia clinic.*

*Work location: 770 M Street, SE (Across from the Navy Yard) at 8<sup>th</sup> M Streets, SE*

### **Habilitation Counselors – Buildings and Grounds – (Work Hardening Program— for adults with disabilities)**

#### **2 Full-time Positions**

**Starting salary: \$28,000 - \$33,000 w/ degree; \$23,000-\$27,000 w/o degree**

Use your knowledge of minor home repair, floor and carpet care, and home cleaning to prepare adults with disabilities for employment in maintenance fields. Train and coach assigned adults in a group setting to learn specific skills needed for employment in maintenance fields.

#### **Qualifications:**

HS Diploma or Bachelor's Degree in social sciences, education, physical medicine, rehabilitation or related field. Must have access to a private car with a valid driver's license.

### **Habilitation Counselors – Clerical – – (Work Hardening Program— for adults with disabilities)**

#### **2 Full-time Positions**

**Starting salary: \$28,000 - \$33,000 w/ degree; \$23,000-\$27,000 w/o degree**

Train adults with disabilities to work as office aides. Use your knowledge of typing, filing, reception, mass mailing, and data entry to coach adults with disabilities to prepare for employment in clerical positions.

**Qualifications:**

HS Diploma or Bachelor's Degree in social sciences, education, physical medicine, rehabilitation or related field. Must have access to a private car with a valid driver's license.

**Habilitation Counselor – Home Health – – (Work Hardening Program— for adults with disabilities)****1 Full-time Position**

**Starting salary: \$28,000 - \$33,000 w/ degree; \$23,000-\$27,000 w/o degree**

Seeking candidates experienced in nursing home or home health care to prepare interested adults with disabilities to work as porters and health care assistants in nursing homes following the Home Health Association curriculum to prepare and coach trainees.

**Qualification:**

Certification as Home Health Aid, or Nursing Assistant or training and experience as Licensed Practical Nurse.

**Activities Coordinator/Job Developer - - Internships - - (Work Hardening Program - for older young adults with disabilities)****1 Full-time position**

**Starting salary: \$34,000-\$39,000**

Supervise PSI interns in private non-profit agencies throughout the Washington, D.C. Recruit additional internship positions from area non-profit agencies for persons completing PSI's Work Hardening Program. Manage PSI Job Club screening and placing interested Work Hardening participants in available internship positions.

**Qualifications**

Has three or more years as a Habilitation Counselor I, II, or III or equivalent position in direct participant care in a day program for adults with mental retardation and/or dual diagnosis and behavioral disorders. Bachelor's Degree in social sciences, education, physical medicine, rehabilitation or related field.

**Certified GED Teacher****1 Full-time position**

**Starting salary: \$35,000-\$39,000**

Conduct pre-GED preparation and GED preparation classes for interested adults with disabilities. Administer the GED examinations.

**Qualifications:**

Current certification as GED instructor from D.C. Board of Education. Ability to motivate and teach adults with special emotional and physical disabilities.

## **Psychiatric Registered Nurse (RN)**

### **1 Full-time position**

**Starting salary: \$50,000 +**

Responsible for the care and treatment of emotionally disturbed and developmentally disabled persons. Conducts staff training on medical/nursing issues as assigned and provides group and individual wellness and tutorial services to program participants. Communicate with individuals/agencies as required to ensure participants needs are met. Ensures that all medical documentation is up to date, including doctor's orders for medication, physical exams and medication to be dispensed. May be required to provide residential, onsite or a combination of services.

**Qualifications:** *A Bachelor's of Science in Nursing or equivalent degree. Current license as a Registered Nurse in Washington, D.C. or Maryland. At least one year of post graduate experience in a community based/home based setting or experience in the Mental Health Care Service field. Excellent organizational and time management skills. Ability to relate to persons from various cultures and backgrounds.*

## **Maintenance Aid**

### **1 Part-time position**

**Starting salary: \$24,000-\$28,000**

Responsible for daily facilities inspection of assigned area and prepares repair work orders, as needed. General cleaning of bathrooms, classrooms, hallways and floors as well as basic building maintenance. Maintains building and exterior grounds as required. May supervise clients in the work stipend program in their facility. Operates under direction of the Facilities Technician and Director of Operations.

### **Qualifications:**

High School Diploma or G.E.D. required, one or more years of general maintenance experience required, demonstrated knowledge of floor care, furniture and restroom cleaning and sanitizing. Able to operate floor waxer, buffer and commercial vacuum cleaner, ability to relate well to PSI participants and staff.

## **Receptionist/Clerk Typist**

### **1 Full-time Position**

**Starting salary: \$22,000-\$24,000**

Answers phones and records messages or forwards to voice mail as directed. Performs a variety of typing assignments and general clerical duties. Monitors staff sign in/out sheets daily. Receives guests, completes guest passes, receives packages and servicemen.

### **Qualifications:**

High School Graduate or GED, fifty (50) w.p.m. accurate typing, ability to communicate in a clear, pleasant voice, ability to write messages and greet the public cheerfully and professionally, passes PSI filing, arithmetic and typing tests.

## **Clerk Typist/Data Entry**

### **2 Full-time Positions**

**Starting salary: \$28,000-\$30,000**

Responsible for word processing, receptionist duties, and other clerical support in areas of responsibility. Completes secretarial duties and assists with daily office operations.

### **Qualifications:**

Sixty (60) wpm accurate typing, one or more years as professional word processor with knowledge of commonly used word processing software and computer network systems, one or more years of business school or college and passes PSI typing, filing, and arithmetic tests.

**EXCELLENT BENEFITS AND OPPORTUNITIES FOR ADVANCEMENT!!!**

*401k plan, medical, dental, life insurance, long term disability, etc.*