



Amended Board of Directors' Packet

February 26, 2025

Meeting time is 6:30 p.m.

**Meeting held at 333 Broadway Street
Rock Springs, WY**



Notice of Meeting - Tentative and Subject to Change
Amended Agenda
February 26, 2025 at 6:30 p.m.
333 Broadway Street, Rock Springs, WY

I. Call to Order

II. Declare Quorum

III. Public Hearing - Budget Amendment - pg. 8-13

- a. Request to increase budget for FY25 due to unanticipated grant funding, an increase to the SCS budget in the amount of \$697,221.85. This is an increase in the SCS overall budget from \$20,341,816.09 to \$21,039,037.94.

(ACTION ITEM) _____ Approved/Failed

IV. Introduction of New Board Member, Ms. Margene Chew

V. Approval of Amended Agenda - pg. 1-2

(ACTION ITEM) _____ Approved/Failed

VI. Approval of Minutes - pg. 3-7

(ACTION ITEM) _____ Approved/Failed

VII. Treasurer’s Report - pg. 14

- a. Semi-Annual Write-Offs - pg. 15-31
- b. Write-Offs - pg. 32-34
- c. Balance Sheet - pg. 35
- d. Account Receivables - pg. 36
- e. Revenues - pg. 37
- f. Expenses - pg. 38-39
- g. Check Register - pg. 40-46

(ACTION ITEM) _____ Approved/Failed

VIII. Committee Updates

- a. Comprehensive Planning – Presentation by Raymond Wolfe. Requires two requests for approvals. First to the action on adopting the plan as presented by Mr. Wolfe, and the second to vote on submission and presentation of the plan to the BOCC with the two options.

(ACTION ITEM) _____ Approved/Failed

(ACTION ITEM) _____ Approved/Failed

- b. Board Policies
(ACTION ITEM) _____ Approved/Failed
- c. Financial
- d. Personnel - Board training, and report of job descriptions and organizational charts.
Presentation by Melissa Wray-Marchetti. - pg. 47-147
(ACTION ITEM) _____ Approved/Failed

IX. Reports - pg. 148

- a. Residential Bed Utilization and Drawdown - pg. 149
- b. Residential Referrals and Admissions - pg. 150-151
- c. Title 25 Monthly Information - pg. 152
- d. SCS Staff Report - pg. 153-154
- e. Dry Creek Project Impact Projections

X. Previous Business - pg. 155

Item A: **Amended** Project Aware - Project Aware is an MOU between School District #1 and SCS for school based treatment at the rate of Medicaid reimbursement. - pg. 156

(ACTION ITEM) _____ Approved/Failed

Item B: Election of the Board Secretary - Nomination and election of Board Secretary to replace Melissa Bates.

(ACTION ITEM) _____ Approved/Failed

XI. New Business

Item A: Request to add Philadelphia Insurance Company as a first of the month vendor - This is a request to add Philadelphia Insurance Company as a first of the month vendor to be paid.

(ACTION ITEM) _____ Approved/Failed

XII. Update on CCBHC Services & Financial Report - Ms. Melissa Wray-Marchetti and Ms. Laura Schmid-Pizzato - pg. 157-165

XIII. CEO Report - pg. 166-170

XIV. Public and Board Comments/Questions

XV. Executive Session for instructing negotiations, deliberating on contracts, personnel matter and all other matters considered confidential by law.

(MOTION) _____ Approved/Failed

(MOTION) _____ Approved/Failed

XVI. Adjournment

(ACTION ITEM) _____ Approved/Failed

Board Meeting Minutes

January 29, 2025

Minutes for
Southwest Counseling
Board Of Director Meeting
Held January 29, 2025

- I. Meeting Called to Order by Raven Beattie @ 6:35 pm

Attending: Raven Beattie, April Thompson, Kristy Kauppi and Gregory Orton
- II. Declare Quorum by Raven Beattie
- III. Approval of Amended Agenda – pg. 1-3

Motion made by Ms. Thompson
Second by Ms. Kauppi
Motion passed
- IV. Approval of November Meeting Minutes pg. 4-9

a. Motion made by Ms. Thompson
Second by Ms. Kauppi
Motion passed
- V. Approval of December Special Meeting Minutes pg. 10-13

a. Motion made by Ms. Thompson
Second by Ms. Kauppi
Motion passed
- VI. Treasurer's Report- November

a. No write offs
b. Balance Sheet: 53 days cash on hand
c. A/R: \$745,025.99
d. Revenues: decrease \$1,226,742.48
e. Expenses: \$1,283,768.67
f. Check Register: no questions
i) Motion made by Ms. Thompson
Second by Ms. Kauppi
Motion passed
- VII. Treasurer's Report- December

a. No write offs
b. Balance Sheet: 46 days cash on hand, 7 day decrease from November 2024
c. A/R: \$701,654.43
d. Revenues: \$936,800.02
e. Expenses: \$1,276,013.38 (-339.213.36)
f. Check Register: no questions
i) Motion made by Ms. Thompson
1) Second by Ms. Kauppi
1) Motion passed
- VIII. Committee Updates

a. Finance
i) Did not meet as a committee. Met with Personnel committee to review tentative position budgeting.

b. Personnel
i) Met to discuss salary review/job description review. Project is still incomplete; job descriptions are being reviewed by employees and their respective supervisors. A

complete organizational chart was requested that details each position, who the reporting manager is and how that is laid out organizationally by February meeting.

- c. Policy
 - i) Met with Melissa to discuss procurement changes/updates.
- d. Comprehensive Planning – Presentation by Raymond Wolfe. Requires two requests for approvals. First to the action on adopting the plan as presented by Mr. Wolfe, and the second to vote on submission and presentation of the plan to the BOCC with the two options.
 - i) No approvals were given, as it was an update for SCS to see where the comprehensive plan is in the planning/executing process. Per state statute a plan should be submitted annually. This plan will guide the creation of a strategic plan.

IX. Reports - pg. 44

- a. Residential Bed Utilization and Drawdown - pg. 45-46
- b. Residential Referrals and Admissions
- c. Title 25 Monthly Information - pg. 47
- d. SCS Staff Report - pg. 48-54
- e. Dry Creek Project Impact Projections
 - i) Laura mentioned approximately \$1 million in funding over 4 years from this project

X. Previous Business - pg. 55

Item A: MyAvatar Order Connect NX - Postponed in November - Request for approval and signature of the updated module for prescribing within the SCS electronic health care record. The one-time cost is \$4,275 for implementation. - pg. 56-63

- i) Motion made by Ms. Thompson
Second by Mr. Orton
Motion passed

XI. Item B: MyAvatar NX - Postponed in November - Request for approval and signature for the updated module for migration to the new platform within the electronic health care record. The total cost is \$56,000 to be paid in monthly installments of \$4,666.67 for 12 months. - pg. 64-69

- i) Motion made by Ms. Thompson
Second by Ms. Kauppi
Motion passed

XII. Item C: FY26 Grant Application – Request for review and approval of the FY26 State funding application with the Wyoming Department of Health, Behavioral Health Division. pg. 70-157

- i) Motion made by Ms. Thompson
Second by Ms. Kauppi
Motion passed

New Business - pg. 158

XIII. Item A: Request to add W.S. Construction as new first of the month vendor - This is a request to add W.S. Construction as a first of the month vendor in order to pay the contractor in a timely manner to keep the project moving forward.

- i) Motion made by Ms. Thompson
Second by Ms. Kauppi

Motion passed

- XIV. Item B: Request to add Shepard Construction Solutions as new first of the month vendor - This is a request to add Shepard Construction Solutions as a first of the month vendor in order to pay the contractor in a timely manner to keep the project moving forward.
- i) Motion made by Ms. Thompson
Second by Ms. Kauppi
Motion passed
- XV. Item C: 2025 ASI-MV Connect Subscription - This is a request for approval and signature for the agreement with Uprise Health for the ASI-MV Connect Subscription. The total cost is \$2280 for the period of February 6, 2025 through February 5, 2026. - pg. 159
- i) Motion made by Ms. Thompson
Second by Mr. Orton
Motion passed
- XVI. Item D: Star Stadium 11 Advertising – This is a request for approval and signature for the agreement with Upslope Media to advertise at Star Stadium 11. The total cost is \$2970 for the 6 month period, effective February 1, 2025 through July 31, 2025. - pg. 160
- i) Motion made by Ms. Thompson
Second by Ms. Kauppi
Motion passed
- XVII. Item E: Election of the Board Secretary - Nomination and election of Board Secretary to replace Melissa Bates.
- a. Motion to table until next meeting by Ms. Thompson
Second by Ms. Kauppi
Motion passed
- XVIII. Item G: CARF Update of the Process
- a. Completed CARF. No main issues to report. Surveyors were complimentary about hte services provided. Required a lot of hard work on behalf of the SCS staff. Survey was approximately 2 months behind schedule.
- XIX. CEO Report - pg. 161-162
- XX. Public and Board Comments/Questions
- a. Island Richards will be the new Southwest Counseling Boad liaison for the Sweetwater County Commissioners. He stated he is happy to be here.
- XXI. Executive Session for instructing negotiations, deliberating on contracts, personnel matter and all other matters considered confidential by law.
- a. Motion made by Ms. Thompson to enter into Executive Session at 7:56 pm
Second by Ms. Kauppi
Motion Passed
 - b. Motion made by Ms. Thompson to come out of Executive Session and re-enter regular meeting at 8:47 pm.
Second by Mr. Orton
Motion Passed

- XXII. Motion to Approve telemedicine service agreement made by Ms. Thompson
Second by Ms. Kauppi
Motion Passed
- XXIII. Motion to Approve CEO Evaluation made by Ms. Thompson
Second by Mr. Orton
Motion Passed
- XXIV. Motion to adjourn made by Ms. Thompson
Second by Ms. Kauppi
Motion Passed

Meeting adjourned at 8:48 pm.

Respectfully Submitted,
Kristy Kauppi

FY25 Budget Amendment

Southwest Counseling Service

Budget Amendment FY25

The total Budget Amendment to the FY25 SCS budget is an unanticipated increase of \$697,221.85

Revenues:

ESMI – (Early Serious Mental Illness) is to increase by \$14,384.85 due to the final award amount contracted with the Wyoming Department of Health, Behavioral Health Division.

Mitigation Grant – Remove \$1,830 due to having fully expended the grant in FY24 and having received payment in full last fiscal year. The grant award effective dates are March 16, 2022 through September 30, 2025. This was originally included in the budget there was probability funds would not be fully expended in FY24.

MH Crisis Intervention/Sub-Acute Residential – Increase budget by \$516,896.00. The grant period is June 11, 2024 through August 30, 2025. This grant is our outpatient crisis services at a per instance rate of \$500 for a maximum award of \$133,500. The additional funds in the amount of \$383,396.00 fund four (4) Sub-Acute beds at a rate of \$325 per bed day.

CCBHC – The award amount per year is \$1,000,000. This amendment is to increase the budget with the first year carryover.

SA MAT Detox Residential – Increase budget by \$139,125. This grant period started November 5, 2024 through September 30, 2025. This is to fund one (1) residential bed during this period for those needing social detoxification for an Opioid diagnosis needed medication assisted treatment.

BH VOA – This grant period was November 6, 2023 through June 30, 2024. This was originally included in the budget due to invoicing a majority of the funds available in the amount of \$151,275 in June. It was anticipated to receive the funds in FY25, thus a budgeted line item included. The request is to remove this from the budget as the grant is drawn down in full. This grant paid for Fuse, the Human Resource Information System, STOP the Bleed kits, 20 computers and the \$81,300 for the agreement with OPEN MINDS.

BHD Media – The grant period was May 28, 2024 through December 31, 2024. This grant provided for a media campaign in the amount of \$22,040. All of the funds have been expended. The request is to add the line item for this specific grant.

Expenditures:

Salaries – Due to the increased revenue, the Salaries line item is requested to be increased to offset the additional service grants received by SCS. The amount shows an increase of 5.35% from the original budgeted amount. This does not indicate a 5.35% increase to wages, only to the line item.

FICA – Through January 2025, the actual expenditures have a 12% favorable variance, thus the budgeted amount is requested to be decreased by 7% to align the budget.

Wyoming Retirement (WR) – The budget through January 2025 shows an unfavorable variance at 66% of the budgeted amount when SCS should be at 58%. The request is to increase from the revenues budgeted the line item of WR by 23%.

Health Insurance – This line item is also at an unfavorable variance at 65% YTD expended. To bring in in line for the year, the request is to increase by 7%.

Life Insurance – Expenditures again over budget at 80% due to higher staffing levels in FY25. The percentage increase allocated is 22%, however only \$10,000.

Workers Compensation – Higher again due to staffing levels. This is a 17% increase of \$10,000 to bring it in line with the budget through January 2025.

Unemployment – As with the higher staffing levels, there is a need adjust to bring the budget in line year to date.

Advertising – The increase in the expenses is directly tied to the addition of the Media Contract.

Computer Software – The BH VOA grant, as outlined above provided funding for the Fuse system. This is decreased due to the removal of the grant fully expended and received in FY24.

Cleaning Supplies – The decrease of \$1,830 is a direct deduction from the removal of the Mitigation Grant.

**Southwest Counseling Service
FY25 Proposed Revenue Budget**

	FY25 Budget	FY25 Amended Budget	Increase/Decrease
State Contracts			
Outpatient Services			
MH - Outpatient	\$ 1,038,642.78	\$ 1,038,642.78	-
MH - CARF	14,015.00	14,015.00	-
MH- Direct Care Salaries	182,343.00	182,343.00	-
MH- Emergency Services	29,218.00	29,218.00	-
MH- Regional Med. Management	133,729.00	133,729.00	-
MH- Regional Nursing Support	41,291.00	41,291.00	-
MH- Regional Early Intervention	53,302.00	53,302.00	-
MH- ESMI	56,277.73	70,662.58	14,384.85
MH- Jail Based Services	50,000.00	50,000.00	-
SA - Outpatient	606,870.00	606,870.00	-
SA- Direct Care Salaries	313,899.00	313,899.00	-
SA - CARF	6,100.00	6,100.00	-
SA - HB 308	454,450.00	454,450.00	-
MH & SA- Peer Specialist	90,000.00	90,000.00	-
CCRS	208,800.00	208,800.00	-
MH - LT Group Home -Sweetwater	632,675.31	632,675.31	-
MH - LT Group Home - Uinta	517,643.44	517,643.44	-
SOR- Medication Assisted Treatment	483,000.00	483,000.00	-
SA - Peer Review	2,500.00	2,500.00	-
Mitigation	1,830.00		(1,830.00)
MH Crisis Intervention/Sub-Acute Residential		516,896.00	516,896.00
CCBHC			
CCBHC	1,000,000.00	1,276,606.00	276,606.00
Regional Services - MH			-
MH- Transitional Grp - Sweetwater	438,588.46	438,588.46	-
MH - SIP- Sweetwater	155,302.06	155,302.06	-
MH- SIP- Uinta County	207,069.41	207,069.41	-
MH- Transitional Grp - Uinta	389,856.40	389,856.40	-
MH --Sub-Acute Crisis Residential	397,917.00	397,917.00	-
MH --Sub-Acute Crisis Residential Uinta	79,583.00	79,583.00	-
Regional Services - SA			
SA - Residential	2,241,069.28	2,241,069.28	-
SA- Residential Women and Children	703,347.15	703,347.15	-
SA- Transitional (SL)	199,290.49	199,290.49	-
SA- Detox	136,417.08	136,417.08	-
SA - MAT Detox Residential	-	139,125.00	139,125.00
Quality of Life			
MH - Quality of Life	102,730.00	102,730.00	-
SA- Quality of Life	23,680.00	23,680.00	-
General Funds			
County	650,488.00	650,488.00	-
Client Fees	370,000.00	370,000.00	-
Insurance	631,305.00	631,305.00	-
Medicaid	557,825.00	557,825.00	-
Medicare	44,325.00	44,325.00	-
EAP	61,375.00	61,375.00	-
DFS	5,000.00	5,000.00	-
DVR/DDS	2,000.00	2,000.00	-
Medical Service Fees	112,000.00	112,000.00	-
Food Stamps	99,520.00	99,520.00	-
Grants and Contracts			
General Contracts	110,500.00	110,500.00	-
Treatment Court	82,800.00	82,800.00	-
Federal Probation	4,000.00	4,000.00	-
County Prevention	243,229.00	243,229.00	-
ARPA Capital Construction	1,780,217.00	1,780,217.00	-
BH-VQA	270,000.00		(270,000.00)
BHD - Media		22,040.00	22,040.00
Miscellaneous Funds			
Operations Carryover	2,900,000.00	2,900,000.00	-
Reserve	1,383,095.50	1,383,095.50	-
Interest Earned	22,000.00	22,000.00	-
Commissary Funds	5,700.00	5,700.00	-
Miscellaneous	15,000.00	15,000.00	-
Total Revenues	\$ 16,058,720.59	\$ 16,755,942.44	\$ 697,221.85
Total Revenue including carryover	\$ 20,341,816.09	\$ 21,039,037.94	\$ 697,221.85

**Southwest Counseling Service
FY25 Proposed Expenditures Budget**

	FY25 Budget	FY25 Amended Budget	Increase/Decrease
Personnel			
Salaries	\$ 7,918,379.34	\$ 8,365,596.19	\$ 447,216.85
FICA	685,470.00	641,010.00	(44,460.00)
Wyoming Retirement	1,203,450.00	1,560,205.00	356,755.00
Health Insurance	2,138,440.00	2,288,440.00	150,000.00
Life Insurance	35,700.00	45,700.00	10,000.00
Worker's Compensation	49,000.00	59,000.00	10,000.00
Unemployment	25,000.00	32,500.00	7,500.00
Wellness	13,580.00	13,580.00	-
Background Check	11,010.00	11,010.00	-
Contracts	513,000.00	513,000.00	-
Contract- Transitional Grp - Uinta	389,856.40	389,856.40	-
Contract - SIP Uinta County	207,069.41	207,069.41	-
Contract - Sub-Acute Crisis Stabilization	79,583.00	79,583.00	-
Contract - LT Group Home - Uinta	517,643.44	517,643.44	-
Consultation	10,000.00	10,000.00	-
Recruitment	8,225.00	8,225.00	-
Travel/Vehicle Expenses			
Travel-Mileage Reimbursement	12,000.00	12,000.00	-
Vehicle Fuel	28,300.00	28,300.00	-
Vehicle Maintenance	16,000.00	16,000.00	-
Conference and Seminar Travel	22,600.00	22,600.00	-
Training	30,000.00	30,000.00	-
Operating			
Supplies	164,748.00	164,748.00	-
Food	235,295.00	235,295.00	-
Rent	113,400.00	113,400.00	-
Utilities	192,454.00	192,454.00	-
Insurance- G&P/ Vehicles	160,590.00	160,590.00	-
Advertising	35,500.00	57,540.00	22,040.00
Books/Magazines/Video	4,000.00	4,000.00	-
Client/Insurance Refund	3,000.00	3,000.00	-
Computer Hardware	86,000.00	86,000.00	-
Computer Software	475,505.00	205,505.00	(270,000.00)
Computer Maintenance	10,000.00	10,000.00	-
Computer Communication	57,000.00	57,000.00	-
Equipment	118,220.00	118,220.00	-
Leased Equipment	50,000.00	50,000.00	-
Maintenance	182,400.00	182,400.00	-
Postage	12,250.00	12,250.00	-

Cleaning Supplies	18,205.00	16,375.00	(1,830.00)
Telephone	74,000.00	74,000.00	-
Testing and Materials	20,000.00	20,000.00	-
Drug Testing	25,000.00	25,000.00	-
Client Medical	175,000.00	175,000.00	-
Client Rx	15,000.00	25,000.00	10,000.00
APRN Medical Lab Fees	20,000.00	20,000.00	-
Recreation	3,850.00	3,850.00	-
Membership Dues	30,000.00	30,000.00	-
Collection Agency	2,000.00	2,000.00	-
CARF	20,115.00	20,115.00	-
MH Quality of Life			
Medical	55,030.00	55,030.00	-
Emergency Subsistence	3,200.00	3,200.00	-
RX	15,000.00	15,000.00	-
Housing	5,100.00	5,100.00	-
Transportation	15,400.00	15,400.00	-
Recreation	1,000.00	1,000.00	-
Community Center	8,000.00	8,000.00	-
Regional Quality of Life			
Regional Quality of Life	23,680.00	23,680.00	-
Miscellaneous Expenses			
Finance Charge	2,000.00	2,000.00	-
Credit Card Fees	20,000.00	20,000.00	-
Other Expenses	32,255.00	32,255.00	-
Debt Service/Capital Maintenance			
Capital	830,000.00	830,000.00	-
ARPA Funding Capital Projects	3,113,312.50	3,113,312.50	-
Total Expenses	\$ 20,341,816.09	\$ 21,039,037.94	\$ 697,221.85

Treasurer's Report

Accounts Receivable Write-Off Request
Self Pays Balances under \$25
January-25

Balances under \$25 are reviewed monthly and are only submitted for request when the balance is at least one year or the client is deceased. These balances have met the criteria for semi-annual write-off consideration. These balance do not meet the minimum requirements to be turned over to collections.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
903343	\$ 20.00	Does not meet qualifications for collection activity
918883	14.67	Does not meet qualifications for collection activity
918530	15.00	Does not meet qualifications for collection activity
918874	8.00	Does not meet qualifications for collection activity
918835	7.17	Does not meet qualifications for collection activity
914665	5.98	Does not meet qualifications for collection activity
2279	4.00	Does not meet qualifications for collection activity
918925	10.67	Does not meet qualifications for collection activity
905686	13.50	Does not meet qualifications for collection activity
91882	12.71	Does not meet qualifications for collection activity
919200	7.00	Does not meet qualifications for collection activity
918136	22.50	Does not meet qualifications for collection activity
918761	14.00	Does not meet qualifications for collection activity
918892	4.00	Does not meet qualifications for collection activity
907710	12.00	Does not meet qualifications for collection activity
902747	6.00	Does not meet qualifications for collection activity
917927	4.00	Does not meet qualifications for collection activity
916826	6.00	Does not meet qualifications for collection activity
919196	12.02	Does not meet qualifications for collection activity
918129	2.68	Does not meet qualifications for collection activity
913223	13.00	Does not meet qualifications for collection activity
61584	6.00	Does not meet qualifications for collection activity
919113	6.00	Does not meet qualifications for collection activity
918891	10.00	Does not meet qualifications for collection activity
915228	24.00	Does not meet qualifications for collection activity
919052	2.00	Does not meet qualifications for collection activity
918936	2.67	Does not meet qualifications for collection activity

Total \$ 265.57

BOARD SIGNATURE

Accounts Receivable Write-Off Request

No Show Fee's

January-25

No show fee's are reviewed monthly and are only submitted for request when the balance is older than one year or the client is deceased. These services do not meet the minimum requirements to be turned over to collections. These balances have met the criteria for semi-annual write-off consideration.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
3162	\$ 110.00	Does not meet qualifications for collection activity
61547	30.00	Does not meet qualifications for collection activity
917378	10.00	Does not meet qualifications for collection activity
918681	20.00	Does not meet qualifications for collection activity
918875	10.00	Does not meet qualifications for collection activity
4315	10.00	Does not meet qualifications for collection activity
918852	30.00	Does not meet qualifications for collection activity
911961	20.00	Does not meet qualifications for collection activity
919141	10.00	Does not meet qualifications for collection activity
901188	10.00	Does not meet qualifications for collection activity
905384	10.00	Does not meet qualifications for collection activity
918015	50.00	Does not meet qualifications for collection activity
914983	10.00	Does not meet qualifications for collection activity
918849	10.00	Does not meet qualifications for collection activity
917688	10.00	Does not meet qualifications for collection activity
2279	20.00	Does not meet qualifications for collection activity
918935	10.00	Does not meet qualifications for collection activity
918420	10.00	Does not meet qualifications for collection activity
5719	10.00	Does not meet qualifications for collection activity
905811	10.00	Does not meet qualifications for collection activity
918901	10.00	Does not meet qualifications for collection activity
915508	20.00	Does not meet qualifications for collection activity
902292	20.00	Does not meet qualifications for collection activity
918136	10.00	Does not meet qualifications for collection activity
919027	10.00	Does not meet qualifications for collection activity
909072	20.00	Does not meet qualifications for collection activity
912479	20.00	Does not meet qualifications for collection activity
907255	10.00	Does not meet qualifications for collection activity
918761	20.00	Does not meet qualifications for collection activity
918083	10.00	Does not meet qualifications for collection activity
918892	10.00	Does not meet qualifications for collection activity
917943	10.00	Does not meet qualifications for collection activity
918327	20.00	Does not meet qualifications for collection activity
907710	30.00	Does not meet qualifications for collection activity
5149	10.00	Does not meet qualifications for collection activity
918919	10.00	Does not meet qualifications for collection activity
915361	10.00	Does not meet qualifications for collection activity
916834	10.00	Does not meet qualifications for collection activity
906149	40.00	Does not meet qualifications for collection activity
919077	20.00	Does not meet qualifications for collection activity

31070	10.00	Does not meet qualifications for collection activity
917844	30.00	Does not meet qualifications for collection activity
908597	20.00	Does not meet qualifications for collection activity
917568	10.00	Does not meet qualifications for collection activity
918401	10.00	Does not meet qualifications for collection activity
3110	10.00	Does not meet qualifications for collection activity
917975	20.00	Does not meet qualifications for collection activity
61501	20.00	Does not meet qualifications for collection activity
912516	20.00	Does not meet qualifications for collection activity
917710	10.00	Does not meet qualifications for collection activity
918143	10.00	Does not meet qualifications for collection activity
915878	20.00	Does not meet qualifications for collection activity
904613	10.00	Does not meet qualifications for collection activity
918900	10.00	Does not meet qualifications for collection activity
918129	10.00	Does not meet qualifications for collection activity
918948	10.00	Does not meet qualifications for collection activity
918715	20.00	Does not meet qualifications for collection activity
906738	10.00	Does not meet qualifications for collection activity
909210	10.00	Does not meet qualifications for collection activity
1913	2.00	Does not meet qualifications for collection activity
918881	10.00	Does not meet qualifications for collection activity
917114	10.00	Does not meet qualifications for collection activity
918944	10.00	Does not meet qualifications for collection activity
918859	10.00	Does not meet qualifications for collection activity
918779	40.00	Does not meet qualifications for collection activity
912803	30.00	Does not meet qualifications for collection activity
901214	30.00	Does not meet qualifications for collection activity
61584	210.00	Does not meet qualifications for collection activity
918022	80.00	Does not meet qualifications for collection activity
919113	20.00	Does not meet qualifications for collection activity
903849	50.00	Does not meet qualifications for collection activity
918891	50.00	Does not meet qualifications for collection activity
915228	10.00	Does not meet qualifications for collection activity
916490	45.00	Does not meet qualifications for collection activity
913830	60.00	Does not meet qualifications for collection activity
919052	30.00	Does not meet qualifications for collection activity
917999	40.00	Does not meet qualifications for collection activity
915979	10.00	Does not meet qualifications for collection activity
915647	10.00	Does not meet qualifications for collection activity
918588	10.00	Does not meet qualifications for collection activity
913580	10.00	Does not meet qualifications for collection activity
905920	10.00	Does not meet qualifications for collection activity
918677	10.00	Does not meet qualifications for collection activity
904943	10.00	Does not meet qualifications for collection activity
918422	20.00	Does not meet qualifications for collection activity
917702	10.00	Does not meet qualifications for collection activity

918459	20.00	Does not meet qualifications for collection activity
906032	10.00	Does not meet qualifications for collection activity

Total \$ 1,867.00

BOARD SIGNATURE

Accounts Receivable Write-Off Request
Suspended Collection Accounts-
January-25

Collection accounts that have been suspended by Wakefield & Associates are reviewed for write off semi-annually. The following accounts have no way to force payment, and collection attempts have been exhausted.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
125	\$ 104.00	Suspended Collection Account
137	200.00	Suspended Collection Account
415	140.00	Suspended Collection Account
523	49.70	Suspended Collection Account
688	276.63	Suspended Collection Account
807	443.91	Suspended Collection Account
832	464.00	Suspended Collection Account
994	41.00	Suspended Collection Account
1145	881.88	Suspended Collection Account
1156	30.00	Suspended Collection Account
1174	497.25	Suspended Collection Account
1207	115.00	Suspended Collection Account
1349	175.00	Suspended Collection Account
1355	150.00	Suspended Collection Account
1404	175.00	Suspended Collection Account
1809	186.00	Suspended Collection Account
1837	228.75	Suspended Collection Account
1914	173.54	Suspended Collection Account
1915	50.00	Suspended Collection Account
1928	1,254.93	Suspended Collection Account
2128	120.00	Suspended Collection Account
2137	7.00	Suspended Collection Account
2458	159.01	Suspended Collection Account
2815	279.00	Suspended Collection Account
2933	123.61	Suspended Collection Account
2982	24.00	Suspended Collection Account
3157	358.50	Suspended Collection Account
3218	359.75	Suspended Collection Account
3560	200.00	Suspended Collection Account
3758	100.00	Suspended Collection Account
3766	298.00	Suspended Collection Account
4114	40.00	Suspended Collection Account
4221	1,523.50	Suspended Collection Account
4411	4,358.87	Suspended Collection Account
4478	43.50	Suspended Collection Account
4488	175.00	Suspended Collection Account
4504	1,930.11	Suspended Collection Account
4743	263.25	Suspended Collection Account
4815	1,805.84	Suspended Collection Account
4873	39.75	Suspended Collection Account
4981	50.00	Suspended Collection Account
5013	2,686.83	Suspended Collection Account
5022	499.00	Suspended Collection Account
5040	103.00	Suspended Collection Account
5274	60.00	Suspended Collection Account
5301	475.00	Suspended Collection Account

5427	459.84	Suspended Collection Account
5498	327.23	Suspended Collection Account
5692	35.00	Suspended Collection Account
5713	33.00	Suspended Collection Account
5988	1,502.26	Suspended Collection Account
6039	1,999.52	Suspended Collection Account
6054	90.00	Suspended Collection Account
22224	164.00	Suspended Collection Account
23061	36.00	Suspended Collection Account
24661	38.00	Suspended Collection Account
24744	25.00	Suspended Collection Account
24781	88.00	Suspended Collection Account
25252	226.84	Suspended Collection Account
26108	508.42	Suspended Collection Account
26521	2,874.64	Suspended Collection Account
26528	42.00	Suspended Collection Account
26641	521.27	Suspended Collection Account
27393	337.00	Suspended Collection Account
27706	181.50	Suspended Collection Account
28115	1,866.76	Suspended Collection Account
28191	407.75	Suspended Collection Account
28232	269.75	Suspended Collection Account
28281	432.25	Suspended Collection Account
28301	110.44	Suspended Collection Account
28309	73.00	Suspended Collection Account
28392	18.00	Suspended Collection Account
28740	238.00	Suspended Collection Account
28823	987.50	Suspended Collection Account
28880	32.50	Suspended Collection Account
29020	105.50	Suspended Collection Account
29024	33.35	Suspended Collection Account
29109	350.00	Suspended Collection Account
29305	353.00	Suspended Collection Account
29474	27.50	Suspended Collection Account
29926	240.00	Suspended Collection Account
30136	1,707.78	Suspended Collection Account
30398	703.56	Suspended Collection Account
30768	50.00	Suspended Collection Account
30835	35.19	Suspended Collection Account
31187	108.50	Suspended Collection Account
31249	18.00	Suspended Collection Account
31339	4.92	Suspended Collection Account
61046	73.91	Suspended Collection Account
61135	1,530.33	Suspended Collection Account
61457	2,273.52	Suspended Collection Account
61471	192.75	Suspended Collection Account
61516	143.00	Suspended Collection Account
61547	90.00	Suspended Collection Account
61584	133.00	Suspended Collection Account
900138	75.33	Suspended Collection Account
900283	212.80	Suspended Collection Account
900337	209.50	Suspended Collection Account
900484	1,563.65	Suspended Collection Account
900692	161.25	Suspended Collection Account

900874	768.50	Suspended Collection Account
900911	15.00	Suspended Collection Account
901089	99.00	Suspended Collection Account
901100	998.25	Suspended Collection Account
901219	703.74	Suspended Collection Account
901278	82.00	Suspended Collection Account
901343	190.00	Suspended Collection Account
901361	1,121.48	Suspended Collection Account
901850	417.76	Suspended Collection Account
901854	22.50	Suspended Collection Account
902142	10.00	Suspended Collection Account
902259	1,499.76	Suspended Collection Account
902394	5.00	Suspended Collection Account
902426	104.92	Suspended Collection Account
902701	93.00	Suspended Collection Account
902772	1,428.00	Suspended Collection Account
902789	174.75	Suspended Collection Account
902985	30.00	Suspended Collection Account
903007	385.00	Suspended Collection Account
903011	2,618.34	Suspended Collection Account
903092	60.00	Suspended Collection Account
903209	128.00	Suspended Collection Account
903223	452.86	Suspended Collection Account
903609	111.50	Suspended Collection Account
903664	70.00	Suspended Collection Account
903907	174.04	Suspended Collection Account
904120	73.75	Suspended Collection Account
904342	144.50	Suspended Collection Account
904529	175.00	Suspended Collection Account
904540	310.49	Suspended Collection Account
904573	231.00	Suspended Collection Account
904652	828.38	Suspended Collection Account
904880	1,387.23	Suspended Collection Account
904941	2,012.10	Suspended Collection Account
905262	177.00	Suspended Collection Account
905276	40.00	Suspended Collection Account
905320	884.50	Suspended Collection Account
905330	64.80	Suspended Collection Account
905347	565.58	Suspended Collection Account
905400	112.56	Suspended Collection Account
905425	365.00	Suspended Collection Account
905563	902.51	Suspended Collection Account
905874	1,877.51	Suspended Collection Account
905920	100.00	Suspended Collection Account
905923	377.00	Suspended Collection Account
906076	2,599.56	Suspended Collection Account
906166	63.00	Suspended Collection Account
906272	957.17	Suspended Collection Account
906463	675.84	Suspended Collection Account
906561	488.75	Suspended Collection Account
906604	219.00	Suspended Collection Account
906820	250.00	Suspended Collection Account
907056	82.51	Suspended Collection Account
907476	308.50	Suspended Collection Account

907731	162.40	Suspended Collection Account
907739	2.03	Suspended Collection Account
907741	260.20	Suspended Collection Account
907885	34.92	Suspended Collection Account
908013	175.00	Suspended Collection Account
908041	69.00	Suspended Collection Account
908146	1,104.71	Suspended Collection Account
908220	175.00	Suspended Collection Account
908408	51.00	Suspended Collection Account
908723	76.00	Suspended Collection Account
908731	103.88	Suspended Collection Account
908859	50.00	Suspended Collection Account
908892	1,705.23	Suspended Collection Account
908934	148.00	Suspended Collection Account
908964	64.00	Suspended Collection Account
909031	12.00	Suspended Collection Account
909094	386.50	Suspended Collection Account
909394	299.59	Suspended Collection Account
909435	175.00	Suspended Collection Account
909458	252.00	Suspended Collection Account
909481	100.00	Suspended Collection Account
909551	40.00	Suspended Collection Account
909616	97.25	Suspended Collection Account
909686	1,489.70	Suspended Collection Account
909805	1,968.70	Suspended Collection Account
909883	832.70	Suspended Collection Account
910022	623.49	Suspended Collection Account
910046	96.00	Suspended Collection Account
910060	43.75	Suspended Collection Account
910139	37.80	Suspended Collection Account
910152	1,394.26	Suspended Collection Account
910369	960.44	Suspended Collection Account
910440	35.50	Suspended Collection Account
910496	18.00	Suspended Collection Account
910510	184.00	Suspended Collection Account
910535	886.65	Suspended Collection Account
910582	14.00	Suspended Collection Account
910606	30.00	Suspended Collection Account
910615	31.52	Suspended Collection Account
910740	2,192.43	Suspended Collection Account
910872	2,933.50	Suspended Collection Account
911082	20.00	Suspended Collection Account
911123	1,434.00	Suspended Collection Account
911147	252.00	Suspended Collection Account
911155	36.50	Suspended Collection Account
911164	49.50	Suspended Collection Account
911184	9.75	Suspended Collection Account
911257	123.89	Suspended Collection Account
911314	70.00	Suspended Collection Account
911318	2,264.65	Suspended Collection Account
911366	96.00	Suspended Collection Account
911369	189.25	Suspended Collection Account
911371	609.25	Suspended Collection Account
911409	48.00	Suspended Collection Account

911542	374.49	Suspended Collection Account
911580	350.00	Suspended Collection Account
911676	2,095.78	Suspended Collection Account
911680	373.59	Suspended Collection Account
911688	279.00	Suspended Collection Account
911717	153.00	Suspended Collection Account
911719	217.00	Suspended Collection Account
911724	50.00	Suspended Collection Account
911791	23.33	Suspended Collection Account
911889	73.00	Suspended Collection Account
911988	240.50	Suspended Collection Account
912025	174.00	Suspended Collection Account
912035	8.50	Suspended Collection Account
912040	1,503.25	Suspended Collection Account
912060	13.00	Suspended Collection Account
912112	39.00	Suspended Collection Account
912169	111.75	Suspended Collection Account
912170	308.49	Suspended Collection Account
912189	208.01	Suspended Collection Account
912216	668.73	Suspended Collection Account
912237	18.00	Suspended Collection Account
912238	60.00	Suspended Collection Account
912278	2,145.00	Suspended Collection Account
912434	344.20	Suspended Collection Account
912482	125.00	Suspended Collection Account
912511	333.00	Suspended Collection Account
912512	9.84	Suspended Collection Account
912579	398.25	Suspended Collection Account
912581	290.65	Suspended Collection Account
912603	1,599.58	Suspended Collection Account
912636	138.00	Suspended Collection Account
912702	631.58	Suspended Collection Account
912722	2,017.33	Suspended Collection Account
912737	431.74	Suspended Collection Account
912769	150.50	Suspended Collection Account
912772	95.00	Suspended Collection Account
912790	1,700.34	Suspended Collection Account
912791	416.74	Suspended Collection Account
912793	15.42	Suspended Collection Account
912800	195.09	Suspended Collection Account
912805	310.50	Suspended Collection Account
912815	1,952.29	Suspended Collection Account
912838	3,249.05	Suspended Collection Account
912844	1,786.50	Suspended Collection Account
912861	630.00	Suspended Collection Account
912864	2,439.14	Suspended Collection Account
912871	147.00	Suspended Collection Account
912872	779.85	Suspended Collection Account
912893	440.65	Suspended Collection Account
912900	175.00	Suspended Collection Account
912904	2,691.53	Suspended Collection Account
912937	175.00	Suspended Collection Account
912938	475.00	Suspended Collection Account
912956	1,365.67	Suspended Collection Account

912960	76.00	Suspended Collection Account
912967	130.00	Suspended Collection Account
912970	964.69	Suspended Collection Account
913011	2,548.95	Suspended Collection Account
913021	1,999.38	Suspended Collection Account
913027	1,040.50	Suspended Collection Account
913037	75.00	Suspended Collection Account
913049	1,300.56	Suspended Collection Account
913074	2,386.13	Suspended Collection Account
913077	607.00	Suspended Collection Account
913082	43.00	Suspended Collection Account
913084	180.25	Suspended Collection Account
913096	300.00	Suspended Collection Account
913110	37.50	Suspended Collection Account
913115	238.64	Suspended Collection Account
913122	324.00	Suspended Collection Account
913130	337.95	Suspended Collection Account
913138	45.00	Suspended Collection Account
913141	173.00	Suspended Collection Account
913162	208.25	Suspended Collection Account
913165	2,038.70	Suspended Collection Account
913168	225.00	Suspended Collection Account
913193	77.00	Suspended Collection Account
913204	331.00	Suspended Collection Account
913228	37.75	Suspended Collection Account
913231	75.00	Suspended Collection Account
913241	2,042.00	Suspended Collection Account
913247	18.00	Suspended Collection Account
913248	1,655.00	Suspended Collection Account
913277	179.99	Suspended Collection Account
913278	178.23	Suspended Collection Account
913279	85.50	Suspended Collection Account
913281	175.00	Suspended Collection Account
913285	128.17	Suspended Collection Account
913287	1,814.80	Suspended Collection Account
913300	175.00	Suspended Collection Account
913334	2,083.92	Suspended Collection Account
913339	2,182.74	Suspended Collection Account
913372	872.00	Suspended Collection Account
913376	2,285.91	Suspended Collection Account
913399	1,694.79	Suspended Collection Account
913401	2,330.61	Suspended Collection Account
913425	175.00	Suspended Collection Account
913433	1,237.74	Suspended Collection Account
913445	178.21	Suspended Collection Account
913451	1,205.00	Suspended Collection Account
913453	1,460.78	Suspended Collection Account
913462	1,485.00	Suspended Collection Account
913468	200.00	Suspended Collection Account
913495	100.00	Suspended Collection Account
913509	1,199.73	Suspended Collection Account
913521	814.42	Suspended Collection Account
913523	185.16	Suspended Collection Account
913527	150.00	Suspended Collection Account

913536	897.00	Suspended Collection Account
913542	1,577.47	Suspended Collection Account
913543	60.00	Suspended Collection Account
913566	159.00	Suspended Collection Account
913572	57.00	Suspended Collection Account
913583	299.00	Suspended Collection Account
913615	30.00	Suspended Collection Account
913618	552.60	Suspended Collection Account
913619	54.00	Suspended Collection Account
913627	309.75	Suspended Collection Account
913637	100.00	Suspended Collection Account
913642	261.00	Suspended Collection Account
913649	174.00	Suspended Collection Account
913659	1,441.50	Suspended Collection Account
913667	294.00	Suspended Collection Account
913675	100.00	Suspended Collection Account
913699	860.99	Suspended Collection Account
913701	1,221.22	Suspended Collection Account
913730	1,674.55	Suspended Collection Account
913752	69.00	Suspended Collection Account
913753	50.00	Suspended Collection Account
913760	150.00	Suspended Collection Account
913769	107.27	Suspended Collection Account
913770	13.00	Suspended Collection Account
913776	874.00	Suspended Collection Account
913777	508.69	Suspended Collection Account
913778	704.80	Suspended Collection Account
913780	40.00	Suspended Collection Account
913797	131.60	Suspended Collection Account
913844	242.00	Suspended Collection Account
913845	110.00	Suspended Collection Account
913860	200.00	Suspended Collection Account
913879	181.24	Suspended Collection Account
913880	177.25	Suspended Collection Account
913883	518.00	Suspended Collection Account
913885	361.00	Suspended Collection Account
913887	200.00	Suspended Collection Account
913905	450.50	Suspended Collection Account
913911	68.00	Suspended Collection Account
913921	150.00	Suspended Collection Account
913928	88.50	Suspended Collection Account
913934	236.00	Suspended Collection Account
913943	100.00	Suspended Collection Account
913960	502.20	Suspended Collection Account
913964	141.20	Suspended Collection Account
913972	18.99	Suspended Collection Account
913973	125.00	Suspended Collection Account
913977	90.00	Suspended Collection Account
913991	186.00	Suspended Collection Account
914034	260.00	Suspended Collection Account
914047	150.00	Suspended Collection Account
61457	283.57	Suspended Collection Account
4185	963.87	Suspended Collection Account
551	651.00	Suspended Collection Account

903801	40.84	Suspended Collection Account
6049	145.00	Suspended Collection Account
914013	156.41	Suspended Collection Account
914049	2,106.50	Suspended Collection Account
916986	190.00	Suspended Collection Account
914277	435.50	Suspended Collection Account
29749	423.50	Suspended Collection Account
902594	718.26	Suspended Collection Account
915295	546.46	Suspended Collection Account
918231	2,395.57	Suspended Collection Account
906063	2,752.16	Suspended Collection Account
918986	159.46	Suspended Collection Account
918833	113.70	Suspended Collection Account
905923	426.20	Suspended Collection Account
916036	140.00	Suspended Collection Account

Total \$ **205,661.63**

BOARD SIGNATURE

Accounts Receivable Write-Off Request
Collection Accounts- Bankruptcies
January-25

Bankruptcy Balances are requested for write-off once received by the agency for dismissal. These are accounts that were previously turned over for collections, since this time bankruptcy proceedings have taken place. This money is not collectable by law. These are requested for semi-annual write-off.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
913765	\$ 1,210.00	Bankruptcy Discharged
5869	228.00	Bankruptcy Discharged
918518	300.00	Bankruptcy Discharged
911367	161.96	Bankruptcy Discharged
905225	9.22	Bankruptcy Discharged

Total **\$ 1,909.18**

BOARD SIGNATURE

**Accounts Receivable Write-Off Request
Collection Accounts- Deceased
January-25**

Bankruptcy Balances are requested for write-off once received by the agency for dismissal. These are accounts that were previously turned over for collections, since this time bankruptcy proceedings have taken place. This money is not collectable by law. These are requested for semi-annual write-off.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
901535	\$ 134.03	Deceased
61547	138.00	Deceased
915529	602.76	Deceased
916649	200.00	Deceased

Total \$ 1,074.79

BOARD SIGNATURE

**Accounts Receivable Write-Off Request
Suspended Medical Collection Accounts-
January-25**

Collection accounts that have been suspended by Wakefield & Associates are reviewed for write off semi-annually. The following accounts have no way to force payment, and collection attempts have been exhausted.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
1	\$ 99.00	Suspended Collection Account
2	248.00	Suspended Collection Account
3	114.40	Suspended Collection Account
4	78.00	Suspended Collection Account

Total \$ **539.40**

BOARD SIGNATURE

**Accounts Receivable Write-Off Request
Uncollectable Medical Insurance
January-25**

Third party accounts are reviewed for Write-Off every January and July. These balances can no longer be submitted to third party payors.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
5	\$ 798.00	Timely filing
6	569.00	Timely filing
7	146.00	Timely filing
8	150.00	Timely filing
9	552.00	Timely filing
Total	\$ 2,215.00	

BOARD SIGNATURE

**Accounts Receivable Write-Off Request
Uncollectable Insurance
January-25**

Third party accounts are reviewed for Write-Off every January and July. These balances can no longer be submitted to third party payors.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
919095	\$ 100.00	Timely filing
Total	\$ 100.00	

BOARD SIGNATURE

**Accounts Receivable Write-Off Request
Self Pay Balances under \$25
January-25**

Balances under \$25 are reviewed monthly and are only submitted for request when the balance is older than one year or the client is deceased or no consent to treat is obtained.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off

Total \$ -

Board Signature

**Accounts Receivable Write-Off Request
Self Pay Balances over \$25
January-25**

Balances over \$25 are reviewed monthly and are only submitted for request when the balance is older than one year or the client is deceased or no consent to treat is obtained.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off

Total \$ -

Board Signature

**Accounts Receivable Write-Off Request
Bankruptcy Discharged
January-25**

Bankruptcy Balances are requested for write-off once received by the agency for dismissal.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
916944	337.00	Bankruptcy Discharged

Total \$ 337.00

Board Signature

Southwest Counseling Service
Balance Sheet
As of January 31, 2025

ASSETS

Current Assets

Checking/Savings

1020 · General Operating Account	1,037,198.80
1031 · Commerce Bank- Cash Reserve	1,109,838.79

Total Checking/Savings	2,147,037.59
------------------------	--------------

Total Current Assets	2,147,037.59
----------------------	--------------

TOTAL ASSETS	2,147,037.59
---------------------	---------------------

LIABILITIES & EQUITY

Equity

32000 · Unrestricted Net Assets	2,138,251.87
Net Income	8,785.72

Total Equity	2,147,037.59
--------------	--------------

TOTAL LIABILITIES & EQUITY	2,147,037.59
---------------------------------------	---------------------

The Balance Sheet provides the assets and liabilities for the specific point in time of January 31, 2025. The total cash assets are \$2,147,037.59. The previous month's total cash was \$2,013,904.46, an increase in cash in the amount of \$133,133.13 from the previous month. The year to date expenditures through January 31, 2025 total \$9,465,240.12. The average cost per day of operations is consistent with the previous months at \$44,024.37 from the previous month at \$44,055.46. Liabilities as of January 2025 total zero dollars. Based upon all cash balances, SCS is currently at 49 days of cash on hand, an increase of three days of cash on hand from December 2024.

FY 2025 Accounts Receivable Report						AR by Days Aging				
Jan-25										
	Beginning Balance	Charges	Payments	Adjustments	Ending Balance	0	30	60	90	120
Self Pay	\$ 236,692.47	\$ 26,850.56	\$ (28,265.32)	\$ (10,258.45)	\$ 225,019.26	\$ 14,059.53	\$ 33,188.83	\$ 8,557.71	\$ 6,434.36	\$ 162,778.83
Insurance	252,358.44	122,467.37	(69,003.08)	(48,268.52)	257,554.21	116,393.50	26,131.98	17,369.98	14,884.57	82,774.18
Medicaid	131,471.04	39,038.31	(44,906.64)	(2,836.03)	122,766.68	37,478.37	8,869.67	11,748.52	11,721.64	52,948.48
Medicare	25,761.70	11,072.82	(8,757.88)	(5,482.52)	22,594.12	10,170.00	7,479.81	1,867.90	661.46	2,414.95
EAP	14,530.66	4,828.83	(804.84)	(710.00)	17,844.65	2,822.50	4,156.33	3,134.82	2,448.00	5,283.00
Client Contracts	40,840.12	8,446.88	(19,762.27)	(4,340.82)	25,183.91	1,036.08	8,200.35	8,913.63	6,993.17	40.68
Collection	1,594,911.15	18,780.47	(640.59)	(686.97)	1,612,364.06	-	242.38	730.17	568.17	1,610,823.34
State Contracts	711,449.99	1,162,876.91	(1,261,153.58)	(79,708.04)	533,465.28	300,056.89	67,681.81	45,977.76	27,036.04	92,712.78
Cancellation/No Show	20,705.99	770.00	(306.00)	(5,390.00)	15,779.99	534.00	431.00	842.00	802.00	13,170.99
Total	\$ 701,654.43				\$ 670,962.83	\$ 181,959.98	\$ 88,026.97	\$ 51,592.56	\$ 43,143.20	\$ 306,240.12

Dec-24						AR by Days Aging				
	Beginning Balance	Charges	Payments	Adjustments	Ending Balance	0	30	60	90	120
Self Pay	\$ 239,242.34	\$ 69,647.43	\$ (37,601.89)	\$ (34,595.41)	\$ 236,692.47	\$ 36,895.04	\$ 9,113.49	\$ 8,126.71	\$ 3,764.01	\$ 178,793.22
Insurance	282,612.00	98,589.14	(65,943.82)	(62,898.88)	252,358.44	92,126.00	41,609.42	21,552.97	18,321.00	78,749.05
Medicaid	145,149.55	37,651.74	(43,159.58)	(8,170.67)	131,471.04	34,947.11	15,942.46	14,795.61	12,383.46	53,402.40
Medicare	21,928.60	10,445.00	(7,120.42)	508.52	25,761.70	9,240.00	11,960.00	1,211.76	376.75	2,973.19
EAP	13,095.16	4,546.33	(1,371.35)	(1,739.48)	14,530.66	2,540.00	3,676.33	3,031.33	1,623.00	3,660.00
Client Contracts	42,998.34	9,636.17	(8,731.50)	(3,062.89)	40,840.12	1,428.00	8,893.21	10,800.04	12,184.19	7,534.68
Collection	1,571,784.27	26,784.14	(1,512.31)	(2,144.95)	1,594,911.15	-	233.00	506.17	452.52	1,593,719.46
State Contracts	755,967.99	587,428.31	(712,211.93)	80,265.62	711,449.99	348,076.83	87,932.54	81,117.53	59,719.73	134,603.36
Cancellation/No Show	20,191.99	810.00	(226.00)	(70.00)	20,705.99	780.00	749.00	783.00	660.00	17,733.99
Total	\$ 745,025.99				\$ 701,654.43	\$ 177,176.15	\$ 91,194.91	\$ 59,518.42	\$ 48,652.41	\$ 325,112.54

Changes from Previous Month					
	Charges	Payments	Adjustments	Ending Balance	
Self Pay	\$ (42,796.87)	\$ 9,336.57	\$ 24,336.96	\$ (11,673.21)	
Insurance	\$ 23,878.23	\$ (3,059.26)	\$ 14,630.36	\$ 5,195.77	
Medicaid	\$ 1,386.57	\$ (1,747.06)	\$ 5,334.64	\$ (8,704.36)	
Medicare	\$ 627.82	\$ (1,637.46)	\$ (5,991.04)	\$ (3,167.58)	
EAP	\$ 282.50	\$ 566.51	\$ 1,029.48	\$ 3,313.99	
Client Contracts	\$ (1,189.29)	\$ (11,030.77)	\$ (1,277.93)	\$ (15,656.21)	
Amount Increase/Decrease	\$ (17,811.04)	\$ (7,571.47)	\$ 38,062.47	\$ (30,691.60)	

The total outstanding balance for amounts owed to Southwest Counseling Service for January 2025 is \$670,962.83. The receivables decreased from the previous month due to higher payments from Insurance and Client Contracts. The total receivables excludes Collection, State Contracts, and Cancellation/No show fees.

**Southwest Counseling Service
Revenues FY25**

58%

State Contracts	FY25 Budget	Jan-25	% Month	YTD	%YTD	Difference
Outpatient Services						
MH - Outpatient	\$ 1,038,642.78	\$ 174,678.49	17%	\$ 871,798.49	84%	\$ (166,844.29)
MH - CARF	14,015.00	2,084.56	15%	9,117.24	65%	(4,897.76)
MH- Direct Care Salaries	182,343.00	33,234.88	18%	191,480.84	105%	9,137.84
MH- Emergency Services	29,218.00	716.64	2%	19,007.31	65%	(10,210.69)
MH- Regional Med. Management	133,729.00	19,890.56	15%	86,995.38	65%	(46,733.62)
MH- Regional Nursing Support	41,291.00	6,141.53	15%	26,861.22	65%	(14,429.78)
MH- Regional Early Intervention	53,302.00	7,928.02	15%	34,674.80	65%	(18,627.20)
MH- ESMI	56,277.73	5,289.20	9%	43,417.53	77%	(12,860.20)
MH- Jail Based Services	50,000.00	7,436.89	15%	32,526.76	65%	(17,473.24)
SA - Outpatient	606,870.00	101,675.67	17%	484,083.93	80%	(122,786.07)
SA- Direct Care Salaries	313,899.00	32,286.39	10%	182,572.17	58%	(131,326.83)
SA - CARF	6,100.00	556.12	9%	3,202.28	52%	(2,897.72)
SA - HB 308	454,450.00	41,430.99	9%	238,570.57	52%	(215,879.43)
MH & SA- Peer Specialist	90,000.00	10,795.74	12%	52,897.55	59%	(37,102.45)
CCRS	208,800.00	31,056.47	15%	135,831.74	65%	(72,968.26)
MH - LT Group Home -Sweetwater	632,675.31	80,142.22	13%	428,493.32	68%	(204,181.99)
MH - LT Group Home - Uinta	517,643.44	22,614.11	4%	302,356.74	58%	(215,286.70)
SOR- Medication Assisted Treatment	483,000.00	-	0%	379,543.00	79%	(103,457.00)
SA - Peer Review	2,500.00	-	0%	-	0%	(2,500.00)
Mitigation	1,830.00	-	0%	-	0%	(1,830.00)
CCBHC						
CCBHC	1,000,000.00	-	0%	559,796.95	56%	(440,203.05)
Regional Services - MH						
MH- Transitional Grp - Sweetwater	438,588.46	76,363.82	17%	375,891.71	86%	(62,696.75)
MH - SIP- Sweetwater	155,302.06	21,366.95	14%	116,472.26	75%	(38,829.80)
MH- SIP- Uinta County	207,069.41	13,738.96	7%	128,695.36	62%	(78,374.05)
MH- Transitional Grp - Uinta	389,856.40	48,747.78	13%	255,357.91	66%	(134,498.49)
MH --Sub-Acute Crisis Residential	397,917.00	57,362.95	14%	286,436.18	72%	(111,480.82)
MH --Sub-Acute Crisis Residential Uinta	79,583.00	(12,022.57)	-15%	60,554.33	76%	(19,028.67)
Regional Services - SA						
SA - Residential	2,241,069.28	316,875.38	14%	1,688,748.17	75%	(552,321.11)
SA- Residential Women and Children	703,347.15	57,721.42	8%	435,088.96	62%	(268,258.19)
SA- Transitional (SL)	199,290.49	(23,932.36)	-12%	105,054.84	53%	(94,235.65)
SA- Detox	136,417.08	50,642.27	37%	130,964.50	96%	(5,452.58)
Quality of Life						
MH - Quality of Life	102,730.00	11,792.00	11%	59,915.00	58%	(42,815.00)
SA- Quality of Life	23,680.00	1,855.00	8%	25,317.00	107%	1,637.00
General Funds						
County	650,488.00	56,917.67	9%	398,423.69	61%	(252,064.31)
Client Fees	370,000.00	19,824.27	5%	155,532.81	42%	(214,467.19)
Insurance	631,305.00	68,563.16	11%	349,821.52	55%	(281,483.48)
Medicaid	557,825.00	44,906.64	8%	227,796.20	41%	(330,028.80)
Medicare	44,325.00	9,178.10	21%	29,619.80	67%	(14,705.20)
EAP	61,375.00	804.84	1%	13,993.67	23%	(47,381.33)
DFS	5,000.00	-	0%	1,422.74	28%	(3,577.26)
DVR/DDS	2,000.00	-	0%	1,121.50	56%	(878.50)
Medical Service Fees	112,000.00	8,527.87	8%	24,094.27	22%	(87,905.73)
Food Stamps	99,520.00	5,374.69	5%	42,809.36	43%	(56,710.64)
Grants and Contracts						
General Contracts	110,500.00	987.01	1%	44,194.64	40%	(66,305.36)
Treatment Court	82,800.00	13,800.00	17%	34,500.00	42%	(48,300.00)
Federal Probation	4,000.00	-	0%	-	0%	(4,000.00)
County Prevention	243,229.00	22,925.05	9%	109,117.78	45%	(134,111.22)
ARPA Capital Construction	1,780,217.00	33,638.31	2%	186,368.23	10%	(1,593,848.77)
VOA BHR	270,000.00	-	0%	-	0%	(270,000.00)
Miscellaneous Funds						
Operations Carryover	2,900,000.00	-	0%	2,900,000.00	100%	-
Reserve	1,383,095.50	-	0%	1,383,095.50	100%	-
Interest Earned	22,000.00	1,644.08	7%	14,778.78	67%	(7,221.22)
Commissary Funds	5,700.00	430.04	8%	3,071.92	54%	(2,628.08)
Miscellaneous	15,000.00	6,170.14	41%	85,634.89	571%	70,634.89
Total Revenues	\$ 16,058,720.59	\$ 1,492,161.95	9%	\$ 13,757,121.34	86%	\$ (2,301,599.25)
Total Revenue excluding carryover	\$ 20,341,816.09			\$ 9,474,025.84	47%	

**Southwest Counseling Service
Expenditures FY25**

58%

Personnel	FY25 Budget	Jan-25	% Month	YTD	%YTD	Difference
Salaries	\$ 7,918,379.34	\$ 691,488.92	9%	\$ 4,332,256.47	55%	(3,586,122.87)
FICA	685,470.00	50,190.75	7%	312,780.43	46%	(372,689.57)
Wyoming Retirement	1,203,450.00	122,362.69	10%	788,771.54	66%	(414,678.46)
Health Insurance	2,138,440.00	207,738.24	10%	1,381,874.78	65%	(756,565.22)
Life Insurance	35,700.00	4,099.39	11%	28,620.89	80%	(7,079.11)
Worker's Compensation	49,000.00	4,332.06	9%	31,850.11	65%	(17,149.89)
Unemployment	25,000.00	-	0%	13,903.22	56%	(11,096.78)
Wellness	13,580.00	(522.38)	-4%	4,463.20	33%	(9,116.80)
Background Check	11,010.00	347.77	3%	5,236.34	48%	(5,773.66)
Contracts	513,000.00	42,524.21	8%	339,263.86	66%	(173,736.14)
Contract- Transitional Grp - Uinta	389,856.40	22,549.86	6%	203,963.77	52%	(185,892.63)
Contract - SIP Uinta County	207,069.41	9,922.59	5%	119,374.28	58%	(87,695.13)
Contract - Sub-Acute Crisis Stabilization	79,583.00	8,958.85	11%	65,514.36	82%	(14,068.64)
Contract - LT Group Home - Uinta	517,643.44	31,133.64	6%	302,189.02	58%	(215,454.42)
Consultation	10,000.00	-	0%	6,542.50	65%	(3,457.50)
Recruitment	8,225.00	440.13	5%	2,372.29	29%	(5,852.71)
Travel/Vehicle Expenses						
Travel-Mileage Reimbursement	12,000.00	587.13	5%	5,413.55	45%	(6,586.45)
Vehicle Fuel	28,300.00	1,468.62	5%	11,664.00	41%	(16,636.00)
Vehicle Maintenance	16,000.00	5,719.46	36%	12,710.34	79%	(3,289.66)
Conference and Seminar Travel	22,600.00	1,996.66	9%	12,540.40	55%	(10,059.60)
Training	30,000.00	(1,017.00)	-3%	25,322.78	84%	(4,677.22)
Operating						
Supplies	164,748.00	12,642.22	8%	70,577.64	43%	(94,170.36)
Food	235,295.00	17,345.07	7%	150,461.00	64%	(84,834.00)
Rent	113,400.00	14,794.00	13%	89,962.37	79%	(23,437.63)
Utilities	192,454.00	20,194.14	10%	130,562.78	68%	(61,891.22)
Insurance- G&P/ Vehicles	160,590.00	16,184.43	10%	63,872.68	40%	(96,717.32)
Advertising	35,500.00	3,709.87	10%	50,715.51	143%	15,215.51
Books/Magazines/Video	4,000.00	-	0%	1,874.44	47%	(2,125.56)
Client/Insurance Refund	3,000.00	140.00	5%	1,151.05	38%	(1,848.95)
Computer Hardware	86,000.00	-	0%	806.01	1%	(85,193.99)
Computer Software	475,505.00	7,308.04	2%	303,129.38	64%	(172,375.62)
Computer Maintenance	10,000.00	4,724.75	47%	7,254.88	73%	(2,745.12)
Computer Communication	57,000.00	3,178.20	6%	22,260.69	39%	(34,739.31)
Equipment	118,220.00	1,245.95	1%	18,499.35	16%	(99,720.65)
Leased Equipment	50,000.00	3,678.60	7%	28,738.91	57%	(21,261.09)
Maintenance	182,400.00	5,002.09	3%	63,056.28	35%	(119,343.72)
Postage	12,250.00	788.10	6%	5,900.64	48%	(6,349.36)
Cleaning Supplies	18,205.00	1,468.12	8%	8,274.10	45%	(9,930.90)
Telephone	74,000.00	4,920.17	7%	91,351.78	123%	17,351.78
Testing and Materials	20,000.00	92.50	0%	4,389.50	22%	(15,610.50)
Drug Testing	25,000.00	3,157.34	13%	15,205.65	61%	(9,794.35)
Client Medical	175,000.00	4,183.00	2%	43,027.41	25%	(131,972.59)
Client Rx	15,000.00	7,387.08	49%	49,586.57	331%	34,586.57
APRN Medical Lab Fees	20,000.00	2,249.21	11%	9,745.92	49%	(10,254.08)
Recreation	3,850.00	126.40	3%	1,950.27	51%	(1,899.73)
Membership Dues	30,000.00	1,219.50	4%	3,006.50	10%	(26,993.50)
Collection Agency	2,000.00	-	0%	456.22	23%	(1,543.78)
CARF	20,115.00	-	0%	1,095.00	5%	(19,020.00)
MH Quality of Life						
Medical	55,030.00	6,334.39	12%	34,007.88	62%	(21,022.12)
Emergency Subsistence	3,200.00	47.01	1%	2,138.52	67%	(1,061.48)
RX	15,000.00	2,969.60	20%	19,220.31	128%	4,220.31
Housing	5,100.00	-	0%	497.48	10%	(4,602.52)
Transportation	15,400.00	305.07	2%	1,350.06	9%	(14,049.94)
Recreation	1,000.00	-	0%	-	0%	(1,000.00)
Community Center	8,000.00	-	0%	-	0%	(8,000.00)
Regional Quality of Life						
Regional Quality of Life	23,680.00	1,677.64	7%	11,207.47	47%	(12,472.53)
Miscellaneous Expenses						

Finance Charge	2,000.00	-	0%	-	0%	(2,000.00)
Credit Card Fees	20,000.00	2,360.05	12%	8,337.71	42%	(11,662.29)
Other Expenses	32,255.00	28.32	0%	8,227.79	26%	(24,027.21)
Debt Service/Capital Maintenance						
Capital	830,000.00	-	0%	5,069.82	1%	(824,930.18)
ARPA Funding Capital Projects	3,113,312.50	5,252.37	0%	131,642.42	4%	(2,981,670.08)
Total Expenses	\$ 20,341,816.09	\$ 1,359,034.82	7%	\$ 9,465,240.12	47%	(10,876,575.97)

**Southwest Counseling Service
February 2025 Check Register**

Check No.	Vendor	Program	Check Amt.	Description
117785	Upslope Media LLC	Admin	VOID	Star Stadium 11 Subscription beginning 2/1/25- Incorrect name on check
117830	Amazon	Crisis, Detox, Century, Duran, TC, WAP, Admin., Recovery	\$ 2,644.39	Replacement battery for phone headset; administrative office supplies; calculator ink; sharps containers, qty: 2; handheld radios; metal rings and clay for crafts; pillows; cleaning supplies, journals; disposable coffee cups; first-aid kits; freezer thermometer; tactical flashlights; trash cans; jumbo slow-cooker; 50 pack composition notebooks
117831	Century Link	TC, Recovery	122.10	Monthly telephone service 12/25-1/24/25
117832	CenturyLink Business Services - Lumen	Mental Health	2,462.20	Business IP, data, and voice service
117833	Kum&Go Fleet	Independence, Transitions, Recovery, Crisis, Detox, Duran, Century, Continental, Admin., WAP, TC, Prevention	1,681.01	Fuel for SCS vehicles
117834	LocumTenens	Psychiatric	6,081.12	Services rendered 12/17-12/19/24
117835	McKesson Medical-Surgical, Inc.	Medical	405.01	Blood collection tubes; lidocaine; eye drops; T-DAP vaccine; antihistamine
117836	Nicholas & Company	Century, Duran, WAP, Bridges, TC	2,719.37	Food and paper supplies
117837	Pioneer Counseling	Admin	68,246.15	December bed days
117838	Verizon Wireless	Mental Health, Admin., Child & Adol., Recovery, TC, Bridges, Medical, Emergency, Independence, Duran, WAP, Continental, Transitions	917.23	Residential homes, agency phones, and notebook line access monthly charges- 12/16-1/15/25
117839	W.S. Construction	Admin.	38,118.75	Select interior demolition; rough carpentry and finish work, HVAC/plumbing, general conditions 12/12-1/23/25
117840	W.S. Construction	WAP	54,435.00	Select interior demolition, HVAC/plumbing, general conditions for 12/12-1/23/25
117841	White Mountain Water & Sewer District	WAP, Duran	171.04	Water and sewer reading from 12/16-1/16/25
117842	All West Communications	Continental, Mental Health, WAP, Century, Sober Living, TC, Recovery, Transitions, Crisis, Detox, Independence	3,178.20	Business internet service 2/1-2/28/25

**Southwest Counseling Service
February 2025 Check Register**

117843	First Bankcard	Admin, TC, Recovery, QOL, Mental Health, WAP, Prevention, Century, 4-SOR-MAT, CCBHC, Medical	13,318.39	Vehicle fuel; recruitment; client Rx, medical, and emergent covered under QOL grant; postage to return UKG time-clocks; maintenance on two boilers; printer ribbon; packing supplies; recreation for peer outing; Prevention community coalition; TheraTapper for therapy, qty: 2; professional online testing for domestic violence, qty: 2; CPR/AED training, qty: 5; background test on potential employee; client Rx covered under MAT grant; client rent covered under recovery supports; e-filing services; meeting room for Pat Swan-Smith's retreats; Casper Star Tribune subscription; Botox vials, qty: 4
117844	Western Star Communications LLC	Mental Health, TC	252.00	Business answering service and transaction usage for February 2025
117845	Wyo Waste	Century, TC, Recovery, Duran, Medical	1,307.23	Monthly waste collection 2/1-2/28/25; larger bin delivered to Rosen facility for women
117846	Upslope Media LLC	Admin	2,970.00	Reprint of check number 117785. Star Stadium 11 Subscription beginning 2/1/25
117847	Altitude Analysis	Admin	85.00	Background testing for potential employee
117848	Leaf Prior SVC By TimePayment	Bridges, Mental Health	120.00	Monthly water system
117849	Petty Cash	4-MAT, QOL, Continental, Transitions, Independence, Admin., Century, TC, Recovery	580.47	Bus passes covered under MAT grant; food and recreation for Bridges clients; client Birth Certificate paid for via QOL grant; client transportation covered by QOL grant; duplicate key; laundromat for client as TC washer was down; fingerprints for new-hires
117850	Pioneer Counseling	Admin	26,054.24	1/11th payment for February
117851	Pitney Bowes Purchase Power	TC, Recovery	502.25	Meter refill- SN-0378038
117852	RMP- Rocky Mountain Power	Century, Rosen, Mental Health, Transitions, Duran, WAP, Sober Living, SIP, Continental, Crisis, Detox, Independence	3,603.09	Monthly energy and power readings ending 2/5/25
117853	Smiths	4-SOR-MAT, QOL, WAP, Century, Duran	7,657.98	Client RX; med room supplies
117854	Wal-Mart	Independence, TC, Recovery, Continental, Crisis, Detox, Transitions, Duran, Century, WAP, QOL, Child & Adol., Peer Specialist	9,253.51	Food; cleaning supplies; client Rx & medical covered under QOL grant; air purifier for office at Ankeny; commissary items; office supplies; coffee pot for Rosen; ear-plugs; over-the-counter vitamins; winter pajamas and gloves; lighting and first-aid supplies; med-room supplies; portable closet
117855	Century Link	TC, Recovery, Mental Health	244.20	Monthly telephone service 2/7-3/6/25

**Southwest Counseling Service
February 2025 Check Register**

117856	CenturyLink Business Services - Lumen	TC, Recovery, Admin., Bridges, Medical, Mental Health	3,143.44	Business IP, data, and voice service
117857	Coal Creek Law	Admin	3,127.50	Professional services rendered 8/28/24-1/31/25
117858	FedEx	Admin	10.00	FedEx 2Day for ARPA invoice #9
117859	LocumTenens	Psychiatric	15,842.95	Services Rendered from 1/14- 2/5/25
117860	Nicholas & Company	Century, Duran, WAP, Bridges, Transitions, Continental, Independence, TC	5,005.04	Food for residential clients
117861	Pain Care Center	4-SOR-MAT, QOL	10,565.00	MAT and QOL services for clients. Paid for by MAT and QOL grant
117862	RMP- Rocky Mountain Power	TC, Recovery, Bridges, Medical	3,343.91	Monthly energy and power readings ending 2/10/2025
117863	U.S. Bank	TC, Recovery	1,474.49	Leased copy/printers
117864	Ace Hardware	Sober Living, Mental Health, Child & Adol., Century, TC, Recovery	304.74	General maintenance hardware; air filters; LED bulbs; ratchet pipe cutter; file chain saw
117865	All Pro Storage	Admin	270.00	Monthly storage for units A-8, A- 10, & C-3
117866	Amazon	Sober Living, Century, Duran, WAP, Crisis, Detox, Admin	227.10	Carbon monoxide detectors; batteries; color-coding labels; CPR lung bags
117867	Aspen Construction	TC, Recovery, Mental Health, Bridges, Medical, Transitions, Child & Adol.	1,950.00	1/2-1/20/25 snow removal
117868	BW Systems	Bridges, Medical, TC, Recovery, Mental Health	1,305.31	HID cards for authorized personnel to enter premises, qty: 100
117869	Copier & Supply	Mental Health, TC, Recovery, Admin., Bridges, Medical	1,676.37	Contract base rate charges for SAVIN/MP copiers
117870	Eagle Uniform & Supply Co.	TC, Recovery, Mental Health	664.89	Office rugs maintenance
117871	Electronic Network System	Admin	107.35	EDI Claims; remittance advice
117872	Farmers Brothers	Bridges	747.03	House blend coffee, qty: 7
117873	Green River Star	Admin	116.00	Health & fitness advertisement; Affidavit of Publication regarding January's Board Meeting
117874	Andrew Hagemann	CCBHC	3,255.00	Contractual Project Evaluator for CCBHC grant (Dates rendered 12/30-1/24/25)
117875	Home Depot- Credit Services	Crisis, Detox, Duran, Century, WAP, Transitions, Independence, Continental, Child & Adol., TC, Recovery, Mental Health, Bridges, Medical	3,822.97	General maintenance hardware; tools; watch-dog water alarms; batteries; pine board & plywood; 15amp table saw with stand; floor diffuser; over the range microwave; ice melt
117876	J M Electrical Inc.	TC, Recovery, WAP, Independence	504.00	Repaired the new grills burner that was not lighting at Foothill; cleaned a clogged heat exchanger on the boiler at Washakie; reset the frozen thermostat at Independence
117877	Kronos	Admin	1,568.25	UKG Ready Time- Timekeeping software

**Southwest Counseling Service
February 2025 Check Register**

117878	Operation Parent	Prevention	3,747.00	Operation Parent Handbook- elementary Spanish, qty: 50; middle/high school Spanish, qty: 50; standard elementary, qty: 100; standard middle high school, qty: 100
117879	Enbridge Gas	WAP, Century, Child & Adol., Duran, Mental Health, Sober Living, SIP, Continental, Bridges, Medical, Crisis, Detox, Transitions, TC, Recovery, Independence, Admin	7,165.00	Monthly gas service ending 2/17/25
117880	Philadelphia Insurance Companies	Admin	15,864.43	Monthly installment 1 of 9 for Cyber liability, Substance Abuse- Rehabilitations Facilities Umb, Flexi Plus Five, and Substance Abuse Rehabilitation Facilities Package for 11/18/24-11/18/25
117881	Prevention Research Institute	Recovery	1,000.00	DUI Version 9 English Workbook, qty: 50
117882	Redwood Toxicology Laboratory, Inc.	Recovery, Crisis, Detox Opioid	428.09	Outpatient drug testing 1/3- 1/29/25
117883	Reece, Sidney	Admin	3,082.00	Contractual employee
117884	Refresh Design	Admin	125.00	New employment page embed
117885	Rocket Miner	Mental Health	114.40	Annual subscription
117886	Rocky Mountain Air Solutions	Medical	232.40	Industrial liquid nitrogen delivery
117887	Royal Flush	Prevention	475.00	Tobacco prevention bathroom ads for February
117888	RS Municipal Utility	Bridges, Medical, TC, Recovery, Century, Transitions, Independence, Continental, Crisis, Detox, Admin., Mental Health, Child & Adol.	3,277.21	Monthly water and sewer readings 12/27-1/27/25
117889	SCS	QOL	141.00	Client health and medical covered under QOL grant
117890	SCS	QOL	414.00	Client housing covered under QOL grant
117891	SCS	QOL	4,893.64	Client medical fees covered by QOL grant
117892	SCS	4-SOR-MAT	325.48	Client medical fees covered by 4- SOR-MAT grant
117893	Shadow Ridge	Sober Living	5,800.00	March rent for recovery clients
117894	Shepard Construction Solutions LLC	Duran	106,612.50	Mobilization, demolition, supervisory cost, bonding and insurance, SCS labor, and overhead costs under ARPA
117895	Sherwin Williams Co.	TC, Recovery	81.98	Paint to patch up walls at Foothills facility
117896	Silver Ridge Village	SIP	6,815.34	March rent and January utilities
117897	Sweetwater Co. Solid Waste Disposal District 1	Admin	70.00	80lb net weight mattress disposal
117898	SweetwaterNOW	Prevention	2,050.00	Adult overconsumption ads for December
117899	Terminix of Wyoming	Child & Adol., Continental, Crisis, Detox, Independence, Transitions, Duran, Century, WAP, TC, Recovery, Mental Health, Bridges, Medical	731.00	Pesticide control

**Southwest Counseling Service
February 2025 Check Register**

117900	Top-Tech Auto Services	Bridges	48.36	Oil change on 2015 Nissan, VIN: 785342
117901	University of Utah Medical Center - Psych	Psychiatric	8,581.25	Services rendered from 1/2-1/30/25
117902	Vaughn's Plumbing & Heating Co	Duran	1,650.00	Replaced expansion tank and safety relief valve that was causing leaks
117903	Whisler Chevrolet	Century	128.19	N-Handle replacement on VIN: 367222; rear door latch control on VIN: 57308
117904	WyoData Security Inc.	Mental Health, TC, Recovery	345.00	Confidential paper collection and disposal
117905	Wyoming Department of Health	Medical	660.00	Client Lab fees rendered 1/8-1/29/25
117906	WyoRadio	Prevention, BHD-Media	1,055.00	Tobacco prevention ads for January
117907	Bonnie Rice	4-SOR-MAT	1,450.00	Client rent covered under recovery supports grant
117908	Hunter Family Medical Clinic P.C.	Medical	381.21	Client lab fees
117909	Netsmart Technologies, Inc.	Admin	8,941.67	Avatar professional services (orders console setup & myAvatar NX upgrade 2/1-2/28/25); Orderconnect professional services (orderconnect NX upgrade per facility & NX UAT configuration).
117910	Client Refund	Mental Health	45.75	Refund due to overpayment on account
117911	Bauer, Michael	Mental Health	10.50	Employee reimbursements
117912	Beutel, Holly	Admin	11.94	Employee reimbursements
117913	Brown, Rhonda	TC	146.40	Employee reimbursements
117914	Christensen, Vanessa	Medical	12.32	Employee reimbursements
117915	Coon, Olivia	Admin	10.15	Employee reimbursements
117916	Gatley, Jayda	Prevention	27.70	Employee reimbursements
117917	Gilmore, Stephani	TC	81.66	Employee reimbursements
117918	Grenier, Dana	Medical	40.00	Employee reimbursements
117919	Haney, Shaelyn	Prevention	28.40	Employee reimbursements
117920	Hoopes, Rae	Admin	68.76	Employee reimbursements
117921	Keith, Kaleb	Admin	67.90	Employee reimbursements
117922	Legault, Christy	TC	131.60	Employee reimbursements
117923	Love, Michal	Child & Adol.	40.00	Employee reimbursements
117924	Moser, Amy	Admin	40.00	Employee reimbursements
117925	Nielson, Jessica	Child & Adol.	17.20	Employee reimbursements
117926	Norton, Krystle	Recovery	74.90	Employee reimbursements
117927	Schmid-Pizzato, Laura	TC	94.49	Employee reimbursements
117928	Scott, Julie	Mental Health	24.12	Employee reimbursements
117929	Swanson, Stephanie	Recovery	48.30	Employee reimbursements
117930	Wray-Marchetti, Melissa	Admin	73.60	Employee reimbursements
117931	Century Link	Bridges, Medical	73.58	Monthly telephone service 2/7-3/6/25
117932	Quill LLC	Mental Health	1,231.99	48x60 trian floor mat carpet, qty: 8

**Southwest Counseling Service
February 2025 Check Register**

117933	AdTel International, Inc.	TC, Mental Health	VOID	Discrepancies with part-time provider needing removed- Software & Support License, qty: 1; Software & Support Additional Loc., qty: 2; Full Time Monthly Provider, qty: 14; Part Time Monthly Provider, qty: 5; e-forms FT, qty: 14; e-forms part time, qty: 5; Extreme Part Time; Surveys; 10-DLC
117934	Crum Electrical Supply Co	TC, Recovery, Mental Health, Bridges, Medical	494.66	SATCO LED light bulbs, qty: 50
117935	Eagle Uniform & Supply Co.	Mental Health, TC, Recovery	371.28	Office rugs maintenance
117936	Swan-Smith, Patricia	Recovery	2,100.90	Contract services rendered 1/15-2/16/25
117937	Wal-Mart	Crisis, Detox, Century, WAP, Duran, Continental, Transitions, Bridges, Independence, QOL	2,505.31	Food; cleaning supplies; client Rx covered under QOL grant; board games; med-room supplies; commissary items
117938	AdTel International, Inc.	TC, Mental Health	1,315.00	Corrected invoice prior to check register submission- Software & Support License, qty: 1; Software & Support Additional Loc., qty: 2; Full Time Monthly Provider, qty: 14; Part Time Monthly Provider, qty: 5; e-forms FT, qty: 14; e-forms part time, qty: 5; Extreme Part Time; Surveys; 10-DLC
117939	Gray, Leontra	TC	44.10	Employee reimbursements
117940	Shepard Construction Solutions LLC	Bridges	166,635.58	Mobilization, outside demolition (siding removal), installed membrane roof, bonding and insurance fees, supervisory fees, SCS labor fees, overhead and materials fees, concrete, and per deim for project: ARPA HHS 1134
117941	Farmers Brothers	TC, Recovery	674.10	Ground house blend coffee, qty: 6
117942	Blomquist Hale Consulting	Personnel	530.98	Wellness/EAP
117943	Sweetwater County Section 125	Payroll Deduction	5,239.08	Payroll Liability
117944	Empower Trust Company, LLC	Payroll Deduction	4,020.00	Payroll Liability
117945	Goldman Sachs 529 Plan	Payroll Deduction	2,000.00	Payroll Liability
117946	NCPERS Wyoming	Payroll Deduction	208.00	Payroll Liability
117947	Wyoming Retirement System	Personnel	103,248.78	Payroll Liability
117948	Sweetwater County Health Savings Account	Personnel and Payroll Deductions	3,424.49	Payroll Liability
117949	Sweetwater County Claim Fund	Personnel and Payroll Deductions	226,111.00	Payroll Liability
117950	Aflac Group	Payroll Deduction	1,944.11	Payroll Liability
117951	Transamerica	Personnel	1,942.50	Group Life Insurance
ACH	Fuse Workforce	Personnel	31.81	Workers comp variance
EFTPS	Aspire	Payroll Deduction	2,583.00	Payroll Liability
EFTPS	RSNB	Personnel and Payroll Deductions	131,309.97	Payroll Taxes

Southwest Counseling Service
February 2025 Check Register

400064 - 400070 & Electronic	Salaries	Payroll	429,734.82	Salaries
------------------------------------	----------	---------	------------	----------

\$1,581,718.15

Job Descriptions and Organizational Charts



Employee Name:

Job Title: Advanced Nurse Practitioner
Reports to: Chief Executive Officer (CEO)
FLSA Status: Exempt
Grade: 81 (\$52.52 - \$86.67)

Job Summary:

The Advanced Nurse Practitioner will provide primary health care services to patients of all ages, focusing on promoting health and preventing disease. The overall purpose is to provide a quality service with dignity and respect.

The Advanced Nurse Practitioner will practice ethically, work with colleagues and patients respectfully, and be subject to supervision of his/her activities. The SCS Chief Executive Officer will supervise the APRN when appropriate.

Supervisory Responsibilities:

- Supervises the Medical Assistant.

Duties/Responsibilities:

- Serves as Medical Director for SCS. Provides input and guidance on situations and policies related to medical issues.
- Responsible for providing patients with episodic and chronic care screening and educational assistance.
- Recognize the diversity of the patient population and treat them with dignity and respect.
- Work with other SCS service members to provide quality patient care.
- Provide quality patient care by following the most current evidence-based guidelines and procedures of practice.
- Perform comprehensive physical examination and compile patient medical data, including health history and physical examination results.
- Administer or order diagnostic tests, such as x-rays, electrocardiograms, and laboratory tests, and interpret test results.
- Develop and implement patient management plans, record progress notes, and assist in providing continuity of care.
- Document patient care accurately and maintain up-to-date medical records in compliance with regulatory standards.

- Collaborate with other healthcare professionals and specialists to coordinate care and ensure continuity.
- Prescribe, administer, dispense, or provide nonprescriptive and prescriptive medications, including prepackaged medication, except schedule I drugs as defined in W.S. 35-7-1013 and 35-7-1014.
- Participate in quality improvement initiatives and contribute to developing clinical protocols and best practices.
- Stay current with advancements in medical practice and maintain continuing education requirements.
- Other duties as assigned.

Required Skills/Abilities:

- Ability to work with all populations.
- Excellent organizational skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Adhere to ethical standards and guidelines
- Ability to prioritize tasks and to delegate them when appropriate.
- Utilize electronic health records and other digital tools for documentation and communications.

Education and Experience:

- Master's degree in Nursing (MSN) from an accredited program.
- At least 1-2 years providing direct client care to persons receiving treatment.

Licenses/Certifications:

- Certification as a Family Nurse Practitioner (FNP) by a nationally recognized certifying body (e.g., ANCC, AANP).
- Licensure as an APRN with prescriptive authority in Wyoming, as well as acquisition and maintenance of that license as well as state and national D.E.A

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- This position schedule may require weekend and on-call work.
- Ability to lift, raise, or lower objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

- Position may require prolonged periods of standing and in seating position.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Manager of Recovery Services
Reports to: Chief Executive Officer (CEO)
FLSA Status: Exempt
Grade: 76 (\$46.42 - \$76.60)

Job Summary: The Recovery Manager is responsible for providing leadership and support in delivering high-quality care through the SCS Recovery Team. This Manager also offers clinical and administrative oversight for Recovery Services and works in conjunction with other managers and the CEO.

Supervisory Responsibilities:

- Supervises Clinical Supervisor, Case Manager Supervisor, Program Operations Supervisors, and Prevention Specialists.

Key Duties/Responsibilities

- Program Development and Management: develop, implement, and oversee comprehensive recovery programs designed to meet best practices and the needs of clients with substance use disorder/co-occurring.
- Monitor and evaluate programs for effectiveness and make improvements as needed.
- Prepare reports to support program evaluation and improvement efforts in Recovery Services.
- Provide Integrated services for SCS clients.
- Ensures all clinical operations meet Behavioral Health Standards and Best Practices for Treatment.
- Ensures Recovery Team meet/exceed performance expectations.
- Provides Supervisory Oversight, ensuring the Recovery Team meets all clinical paperwork requirements for Medicaid, Insurance, and State Standards.
- Improvement of services that enhance outcomes for clients.
- Responsible for referrals and coordination of services within SCS and other agencies/communities.
- Responsible for performance evaluations of employees, providing feedback to employees, and corrective action for employees under his/her supervision.
- Ensures ongoing training/professional opportunities for staff.

- Regular updates to policies and procedures to reflect current SCS operations and remain compliant with state and federal laws.
- Develop and maintain community relationships with organizations and stakeholders and represent SCS at community events and meetings.
- Conduct regular meetings to review Recovery Services for continuous improvement activities.
- Leadership and Team Management: This position leads and mentors a team of recovery personnel, fostering a collaborative and supportive work environment while meeting Recovery Best Practice Services
- Demonstrates Utilization of Data for Continuous Improvement of Services
- Work in Collaboration with other stakeholder holders to enhance service delivery.
- Regularly assess and adjust strategies to meet behavioral health needs in the community.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills.
- Ability to provide leadership and direction to staff.
- Ability to build rapport with clients to facilitate their engagement in the psychotherapy process.
- Ability to work with a diverse population requiring utilizing best care practices.
- Knowledgeable of behavioral health treatment principles and practices and integrated health care of clients.
- Adhere to ethical standards and guidelines
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to manage multiple priorities and work effectively.
- Excellent leadership and interpersonal skills.
- Ability to utilize electronic health records and other digital tools for documentation and communications.
- Ability to utilize Key Performance Indicators (KPI) to measure progress in strategic areas.

Education and Experience:

- Master's degree from a regionally accredited University in Social Work, Psychology, Counseling, or a related Behavioral Health Field.
- Eligibility and licensing in Wyoming.
- Eligibility and ability to maintain professional liability insurance provided by SCS
- Minimum of 5 years of experience in the behavioral health field with at least 2 years in a supervisory or managerial role.
- Proven ability to commit to client-centered care and advocacy.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- This position schedule may require weekend and on-call rotational work.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Manager of Psychosocial Services
Reports to: Chief Executive Officer (CEO)
FLSA Status: Exempt
Grade: 72 (\$42.05 – \$69.40)

Job Summary:

The Manager of Psychosocial Services is responsible for providing leadership and support in delivering high-quality services through the SCS Psychosocial Rehabilitation Team. This manager also provides clinical and administration oversight for the Psychosocial Services and works with the other managers and CEO.

Supervisory Responsibilities:

- Supervises Clinicians, Case Managers, and Peer Trainers.

Duties/Responsibilities:

- Ensures all clinical operations meet Behavioral Health Standards and Best Practices for Treatment.
- Ensures Psychosocial Services meet/exceed performance expectations.
- Provides Supervisory Oversight, ensuring the Psychosocial Rehabilitation Team meets all clinical paperwork requirements for Medicaid, Insurance, and State Standards.
- Responsible for referrals and coordination of services within SCS and other agencies/communities.
- Responsible for performance evaluations of employees and providing feedback to employees and for corrective action for employees under his/her supervision.
- Responsible for the educational/professional development of clinical staff.
- Monitor and assess program outcomes, making adjustments as necessary for effectiveness and positive outcomes.
- Foster a collaborative and inclusive team culture that prioritizes client-centered care.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills.

- Ability to provide leadership and direction to staff.
- Ability to build rapport with clients to facilitate their engagement in the psychotherapy process.
- Familiarity with generally accepted concepts, techniques, and procedures of evaluations and psychotherapeutic treatment.
- Must have knowledge of the generally accepted principles of mental health treatment and the mental health profession, including physiological, psychological, and social aspects of mental health.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite.

Education and Experience:

- Master’s degree from a regionally accredited University in mental health/substance abuse
- Eligibility for licensure in Wyoming
- Completion of a supervised clinical experiment, preferably as par to the degree program, comprising 200 hours
- Eligibility and ability to maintain professional liability insurance provided by SCS

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- This position schedule may require weekend and on-call rotational work.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Manager of Mental Health Services
Reports to: Chief Executive Officer (CEO)
FLSA Status: Exempt
Grade: 72 (\$42.05 - \$69.40)

Job Summary:

The Manager of Outpatient and Emergency Services oversees the delivery of outpatient behavioral health services, ensuring high-quality care for clients with mental health and substance use disorders. This manager is also responsible for providing 24/7 emergency services to the agency. This role involves developing and implementing treatment programs, supervising staff, and ensuring compliance with regulatory standards.

Supervisory Responsibilities:

- Ensures all clinical charting/paperwork meets all SCS Medicaid, EAP, Insurance, and State Standards.
- Implement services that enhance SCS to best practices/evidence-based/promising practices.
- Responsible for referrals and coordination of services within SCS and other agencies/communities.
- Responsible for performance evaluations of employees and providing feedback to employees and for corrective action for employees under his/her supervision.
- Responsible for the educational/professional development of clinical staff.

Duties/Responsibilities:

- Develop and implement outpatient services and adhere to best practices.
- Supervise and guide clinical staff to maintain a high standard of care and compliance with regulatory standards.
- Coordinate with other managers and programs to ensure effective services for clients.
- Regularly review and assess service delivery to ensure quality and adherence to best practices and to meet the evolving needs of the client population.
- Utilization of data to improve client outcomes and continuous improvement of behavioral health programs.

- Collaborate with external agencies and organizations to expand resources and support for clients.
- Follow all quality assurance forms and requirements.
- Provides quality and timely emergency services by phone, face-to-face, hospital, or jail-based and ensures 24/7 emergency coverage by staff.
- Completes all paperwork requirements in a timely matter and completeness accurate and timely crisis paperwork that results in the maximum reimbursement allowed by the payor. Crisis paperwork accurately documents all activities while on-call.
- Provide on-call emergency backup to colleagues as needed.
- Proficient with a computer and the required software programs as applicable to the job function.
- Other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills.
- Ability to provide leadership and direction to staff.
- Ability to build rapport with staff and clients to facilitate their engagement.
- Ability to work with a diverse population requiring utilizing best care practices.
- Knowledgeable of behavioral health treatment principles and practices and integrated health care of clients.
- Adhere to ethical standards and guidelines
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to manage multiple priorities and work effectively.
- Excellent leadership and interpersonal skills.
- Ability to utilize electronic health records and other digital tools for documentation and communications.

Education and Experience:

- Master's degree from a regionally accredited University in Social Work, Psychology, Counseling, or a related Behavioral Health Field.
- Eligibility and licensing in Wyoming.
- Eligibility and ability to maintain professional liability insurance provided by SCS
- Minimum of 5 years of experience in the behavioral health field with at least 2 years in a supervisory or managerial role.
- Proven ability to commit to client-centered care and advocacy.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.

- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- This position schedule may require weekend and on-call rotational work.
- Ability to lift, raise, or lower objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This organization reserves the right to review and change essential job functions as the need arises. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Manager of Children and Family Services
Reports to: Chief Executive Officer (CEO)
FLSA Status: Exempt
Grade: 70 (\$40.03 - \$66.05)

Job Summary:

The Manager of Children and Family Services is responsible for delivering children's and family services in a behavioral health setting and ensuring high-quality care for clients with mental health and substance use disorders. This role involves developing and implementing treatment programs, supervising staff, ensuring compliance with regulatory standards, and working with other managers and agencies providing services to children/adolescents.

Supervisory Responsibilities:

- Supervises Clinicians, Case Managers, and seasonal staff for the Summer Youth Program.

Duties/Responsibilities:

- Develop and implement outpatient services for children/adolescents and their families and ensure staff are well-trained clinicians.
- Implement services that enhance SCS services to best /evidence-based/promising practices while addressing families' emergent needs.
- Responsible for referrals and coordination of services within SCS and with other agencies/communities.
- Responsible for performance evaluations of employees and providing feedback to employees and for corrective action for employees under his/her supervision.
- Responsible for the educational/professional development of clinical staff.
- Develop and implement new programs to ensure positive outcomes for children/adolescents and their families.
- Ensures all clinical charting/paperwork meets all SCS Medicaid, EAP, Insurance, and State Standards.
- Supervise and guide clinical staff to maintain a high standard of care and compliance with regulatory standards.
- Coordinate with other managers and programs to ensure effective services for clients.

- Regularly review and assess service delivery to ensure quality and adherence to best practices and to meet the evolving needs of the client population.
- Utilization of data to improve client outcomes and continuous improvement of behavioral health programs.
- Collaborate with external agencies and organizations to expand resources and support for clients.
- Responds to all quality assurance forms/reminders at the stated deadline.
- Provides quality and timely emergency services by phone, face-to-face, hospital, or jail-based and ensures 24/7 emergency coverage by staff.
- Completes all paperwork requirements in a timely matter and completeness accurate and timely crisis paperwork that results in the maximum reimbursement allowed by the payor. Crisis paperwork accurately documents all activities while on-call.
- Provide on-call emergency backup to colleagues as needed.
- Proficient with a computer and the required software programs as applicable to the job function.
- Other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills.
- Ability to provide leadership and direction to staff.
- Ability to build rapport with clients to facilitate their engagement in the psychotherapy process.
- Ability to work with a diverse population requiring utilizing best care practices.
- Knowledgeable of behavioral health treatment principles and practices and integrated health care of clients.
- Adhere to ethical standards and guidelines
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to manage multiple priorities and work effectively.
- Excellent leadership and interpersonal skills.
- Ability to utilize electronic health records and other digital tools for documentation and communications.

Education and Experience:

- Master's degree from a regionally accredited University in Social Work, Psychology, Counseling, or a related Behavioral Health Field.
- Eligibility and licensing in Wyoming
- Eligibility and ability to maintain professional liability insurance provided by SCS
- Minimum of 5 years of experience in the behavioral health field with at least 2 years in a supervisory or managerial role.
- Excellent leadership, communication, and interpersonal skills,
- Proven ability to commit to client-centered care and advocacy.
- Ability to manage multiple priorities and work effectively.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- This position schedule may require weekend and on-call rotational work.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Chief Financial Officer
Reports to: Chief Executive Officer (CEO)
FLSA Status: Exempt
Grade: 69 (\$39.05 - \$64.44)

Job Summary:

The Chief Financial Officer provides executive-level leadership, managing and overseeing all financial activities, including budgeting, forecasting, financial reporting, and analysis, ensuring compliance with all regulatory requirements and laws. The Chief Financial Officer (CFO) will serve as a strategic partner and advisor to the CEO and executive team, leading the organization's financial operations with a focus on long-term strategic planning and sustainable growth. The CFO will oversee all financial activities, including budgeting, forecasting, financial reporting, and analysis, ensuring compliance with regulatory requirements and alignment with the company's goals.

Supervisory Responsibilities:

The CFO will manage the finance team, providing mentorship and fostering a culture of excellence and accountability.

Duties/Responsibilities:

- Responsible for all the business operations of SCS and ensures all financial business practices adhere to best business practices.
- Responsible for accurate, timely contractual reporting to Federal, State, and County entities.
- Coordinates and directly supervises accounts payable, accounts receivable, state data reporting, and purchasing staff.
- Monitors financial services that enhance the ability to be financially sound and alerts managers/CEOs of financial trends.
- Monitors business operations for potential risk management concerns, secures proper levels of insurance coverage, and maintains policies, inventory, and facilities.
- Responsible for evaluating and analyzing loss exposure and implementing actions to reduce risk exposure.
- Provides CEO and managers with critical financial information concerning programs and services.

- Direct staff in the development, analysis, and preparation of reports.
- Responsible for monitoring and maintaining a purchasing system of ordering all supplies that promotes cost savings and efficiency within the organization.
- Compliance with Behavioral Health Certification, Wyoming Mental Health and Substance Use Standards, and CARF Accreditation
- Responsible for utilizing and implementing correction action resulting from Outcome data, Client Satisfaction Survey results, Needs Assessment, and Emergent Issues in Sweetwater County.
- Responsible for managing operational and fiscal activities, including staffing levels, budgets, and financial goals.
- Responsible for reporting and overseeing all financial reports, documents, contracts, and grants.
- Responsible for leading the agency in the annual financial audit.
- Coordinates the monitoring and evaluation of programs and projects grant funded.
- Ensures outcomes are met in the oversight of grant funding.
- Responsible for financial reporting, including but not limited to monthly Board financial reports, a monthly distribution of financial reports to managers, and annual fiscal reports.
- Responsible for ensuring all assets of \$1000 or more are properly documented.
- Prepare annual budget in conjunction with the CEO, Board of Directors, and Program Managers.
- Analyze and document business practices and problems and develop solutions to enhance efficiencies.
- Responsible for integrating and updating accounting systems currently in use with the SCS client information system currently in use and the financial reports requested by the CEO and Board of Directors.
- Utilization of KPI for efficiency and effectiveness of operations.
- Utilization of Financial Software to ensure financial tracking and completeness.
- Other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills.
- Ability to provide leadership and direction to staff.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with computer software, including Microsoft Office Suite.

Education and Experience:

- Bachelor's degree in a business or related field. Master's degree preferred.
- Two years of relevant work experience in general accounting.

- Demonstrated experience and capability in administrative oversight of financial and business practices for at least two years.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This organization reserves the right to review and change essential job functions as the This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Network Administrator
Reports to: Chief Executive Officer
FLSA Status: Nonexempt
Grade: 67 (\$37.17 - \$61.34)

Job Summary:

The Network Administrator is responsible for the daily operations and performance of SCS network infrastructure, ensuring all systems run efficiently and securely. The Network Administrator also plans and implements network upgrades and expansions, addressing the technology requirements to ensure staff have the necessary tools to perform their jobs.

Supervisory Responsibilities:

- Supervises PC Support Specialist.

Duties/Responsibilities:

- Performs analysis of network needs and contributes to the design of network architecture, integration, and installation.
- Installs and maintains local area network hardware and software, including servers, peripherals, network nodes, terminals, and wiring.
- Evaluate network hardware and software requirements and capabilities and make recommendations.
- Monitor computer and maintenance agreements.
- Provides support to and trains users in network administration and usage.
- Monitors and maintains network stability and security.
- Communicates and coordinates network schedules, backups, and downtimes to users.
- Prepares and maintains documentation of network configurations.
- Remain current on new networking technologies.
- Analyze department needs for hardware and software.
- Install and configure modems and communication software.
- Maintain accurate and up-to-date maintenance logs on all network servers and personal computers.
- Identify and solve problems with system users, system hardware/software, or system usage.

- Monitor computer programs and process documents.
- Answer procedural questions regarding software programs.
- Install personal computers.
- Install, repair, and modify equipment and program.
- Fix problems with printers, personal computers, and related equipment.
- Works collaboratively to resolve issues and problem-solve.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.
- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance and SCS Policy and Procedures.
- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.

Education and Experience:

- High school diploma/GED
- Minimum of three years of experience in a computer network-related field.
- Supervisory experience preferred.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- Hearing: perceiving the nature of sound by ear.
- Lifting: raising or lowering objects weighing no more than 50 pounds from one level to another.
- Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
- Sitting: remaining in the normal seated position.
- Stooping: bending the body by bending the spine at the waist.
- Talking: expressing or exchanging ideas using spoken words.
- Vision Near acuity: the ability to see clearly at 20 inches or less

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Clinical Supervisor
Reports to: Manager of Recovery Services
FLSA Status: Exempt
Grade: 66 (\$75,423.91 - \$124,467.33)

Job Summary:

The Clinical Supervisor is responsible for the clinical and administrative oversight of recovery services' clinical programs.

Supervisory Responsibilities:

- The Clinical Supervisor Supervises Clinicians, Case Managers, and Peer Specialists.

Duties/Responsibilities:

- Oversight of developing and implementing outpatient services based on best practices/evidence-based/promising practices.
- Operational oversight of the clinical programs to treat people with mental health/substance use disorders in a residential setting.
- Compliance with CARF Accreditation, Wyoming Mental Health and Substance Abuse Standards, and Wyoming Best Practices.
- Work with staff, clients, and stakeholders to identify programming needs.
- Evaluate program deliverables, including developing and monitoring Key Performance Indicators.
- Oversight, reporting, and grant preparation.
- Advocacy and outreach for all programs.
- Serve as an approved Qualified Clinical Supervisor when needed.
- Serve as a practicum supervisor for degree-seeking candidates.
- Responsible for fostering a team approach with the Management Team and staff of SCS.
- Responsible for the financial oversight of Recovery Programs.
- Ensures all clinical charting/paperwork meets all SCS, Medicaid, EAP, Insurance, and State standards.
- Responsible for referrals and coordination of services within SCS and other agencies/communities.

- Responsible for performance evaluations of employees and providing feedback to employees and for corrective action for employees under his/her supervision.
- Responsible for the education/professional development of clinical staff.
- Other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent time management and organizational skills.
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail.
- Ability to maintain professional boundaries with clients at all times.
- Ability to prioritize tasks and to delegate them when appropriate.
- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.
- Ability to work out conflicts with staff to promote a healthy working relationship.
- Exceptional and demonstrated time management skills to stay organized and meet tight deadlines.
- Proficient in computer software programs, including but not limited to Microsoft Suite.

Education and Experience:

- Completion of a Master's Degree in a clinical program that is regionally accredited.
- Licensed for interdependent practice for at least two years by the state of Wyoming by the Mental Health Licensing Board (MHPLB).
- Meet the requirements of MHPLB to be a designated Qualified Clinical Supervisor.
- Minimum of Five years of experience in providing Substance Use/Mental Health treatment.
- Preferred supervisory experience in a substance use disorder/Mental Health setting.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- This position schedule may require weekend and on-call rotational work.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee
Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Facility Maintenance Supervisor
Reports to: Chief Executive Officer
FLSA Status: exempt
Grade: 64 (\$34.51 – \$56.96)

Job Summary:

The Facility Maintenance Supervisor is responsible for maintaining building systems such as mechanical, electrical, and structural and ensuring that preventative maintenance is completed on all building systems.

Supervisory Responsibilities:

- The Facilities Maintenance Supervisor supervises the Maintenance and Lawn Care – Seasonal staff.

Duties/Responsibilities:

- Receive, track, and take the appropriate action on maintenance repair forms.
- Fix any clogged plumbing, change light bulbs, and minor repairs of appliances.
- Identify potential maintenance issues before they become a problem.
- Develop and implement a preventative maintenance program.
- Perform preventative maintenance tasks on a regular, scheduled basis on various building systems, such as electrical, mechanical, and structural.
- Write, submit, and track all bids.
- Make recommendations for the acquisition of supplies, materials, and tools.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.
- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance and SCS Policy and Procedures.

- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.

Education and Experience:

- High school diploma/GED
- Knowledge of compliance with the OSHA, ADA, City Building Code, and Fire Safety Code.
- Knowledge of HVAC, electrical distribution, construction, and building maintenance.
- Ability to read blueprints and perform basic carpentry, plumbing, and electrical tasks.
- Ability to differentiate color differences of electrical wires.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- Ability to lift, raise, or lower objects weighing no more than 50 pounds from one level to another.
- Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
- This position requires standing and moving around on feet for prolonged periods.
- Ability to stoop and bend the body by bending the spine at the waist.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Licensed Clinician
Reports to: Manager of Specific Department Assigned
FLSA Status: Exempt
Grade: 64 (\$34.51 - \$56.96)

Job Summary:

The Licensed Clinician provides therapy to individuals and groups to promote optimum mental health. The Licensed Clinician will help individuals who are struggling with addictions and substance abuse, family, parenting, marital problems, stress management, and overall mental health.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Diagnoses client using the Diagnostic and Statistical Manual currently being used.
- Evaluate the client's mental health/substance abuse condition based on a review of client information. Perform clinical Assessments. Develop and implement treatment plans based on clinical experience and knowledge. Act as a client advocate to coordinate required services or to resolve emergency problems or crisis situations.
- Collects information about clients through interviews, observations, and screening instruments. Prepares and maintains treatment records and reports.
- Utilizes a variety of therapy skills with a wide variety of clients, individually and in group sessions, to assist in overcoming problems, adjusting to life, and making changes.
- Learns and utilizes the Electronic Healthcare Record of SCS to document work products in a timely fashion according to policy. Maintains confidentiality of records relating to client's treatment.
- When eligible for hospital privileges, takes on-call emergency rotations.
- Reads and complies with all SCS policies.
- Performs as a cooperative team member of their assigned treatment team.
- Expected to meet or exceed current Direct Service Hours (DSH) every year.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Ability to generate professional quality reports, letters and documentation.
- Strong time management and organizational skills.
- Ability to use critical thinking/problem solving skills to address complex client needs.
- Ability to work independently and effectively as part of a team.
- Ability to provide empathy and compassion for clients while providing therapeutic care.
- Ability to meet deadlines.
- Respectful and professional towards individuals with diverse backgrounds.
- Ability to take accountability for actions.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and assessment and treatment of behavioral and affective disorders.
- Knowledge of principles, methods, and procedures for diagnosing, treating, and rehabilitation of behavioral health disorders.
- Knowledge of group behavior and dynamics, societal trends and influences, ethnicity, cultures, and their history and origins.
- Knowledge of principles and processes for providing client services.

Education and Experience:

- Master's degree in a clinical program that is regionally accredited.
- Eligibility for licensure in the State of Wyoming as well as acquisition and maintenance of that license to practice and to obtain maximum insurance reimbursement.
- Eligibility and ability to maintain professional liability insurance provided by SCS.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- This position schedule may require weekend and on-call rotational work.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Provisional Clinician

Reports to: Manager of Specific Department Assigned

FLSA Status: Exempt

Grade: 56 (\$28.33 - \$46.75)

Job Summary:

The Provisional Clinician provides therapy to individuals and groups to promote optimum mental health. The Licensed Clinician will help individuals who are struggling with addictions and substance abuse, family, parenting, marital problems, stress management, and overall mental health.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- The Provisional Clinician will perform duties under the supervision and monitoring mechanism of their Provisional License. They will have Clinical work reviewed and attend weekly individual supervision.
- Works toward full Licensure as efficiently as possible to maximize their ability to contribute to the SCS staff, and then to start eligibility to do On Call services.
- Diagnoses client using the Diagnostic and Statistical Manual currently being used.
- Evaluate the client's mental health/substance abuse condition based on a review of client information. Perform clinical Assessments. Develop and implement treatment plans based on clinical experience and knowledge. Act as a client advocate to coordinate required services or to resolve emergency problems or crisis situations.
- Collects information about clients through interviews, observations, and screening instruments. Prepares and maintains treatment records and reports.
- Utilizes a variety of therapy skills with a wide variety of clients, individually and in group sessions, to assist in overcoming problems, adjusting to life, and making changes.
- Learns and utilizes the Electronic Healthcare Record of SCS to document work product in a timely fashion according to policy. Maintains confidentiality of records relating to client's treatment.

- Reads and complies with all SCS policies.
- Performs as a cooperative team member of their assigned treatment team.
- Obtains weekly individual clinical supervision and submits documentation for supervisory review and signatures.
- Expected to meet or exceed current Direct Service Hours (DSH) on a yearly basis.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Ability to generate professional quality reports, letters, and documentation.
- Strong time management and organizational skills.
- Ability to meet deadlines.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and assessment and treatment of behavioral and affective disorders.
- Knowledge of principles, methods, and procedures for diagnosing, treating, and rehabilitating mental dysfunctions.
- Knowledge of group behavior and dynamics, societal trends and influences, ethnicity, cultures, and their history and origins.
- Knowledge of principles and processes for providing client services.

Education and Experience:

- Master's degree in a clinical program that is regionally accredited.
- Eligibility for licensure in the State of Wyoming as well as acquisition and maintenance of that license to practice and to obtain maximum insurance reimbursement.
- Eligibility and ability to maintain professional liability insurance provided by SCS.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not

constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Human Resource Manager
Reports to: Chief Executive Officer (CEO)
FLSA Status: Exempt
Grade: 55 (\$27.64 - \$45.61)

Job Summary:

The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department, including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing policies and practices.

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new staff in the department.
- Supervises HR Specialists.
- Oversees the daily workflow of the department.
- Provide constructive and timely performance evaluations.
- Handles discipline and termination of employees following company policy.

Duties/Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy, particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provide support and guidance to HR staff, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances, such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, including recruitment, interviewing, and hiring qualified job applicants, particularly for managerial, exempt, or professional roles; collaborates with department managers to understand the skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees disciplinary meetings, terminations, and investigations.

- Maintains compliance with federal, state, and local employment laws and regulations and recommends best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization’s systems.

Education and Experience:

- Bachelor’s degree in Human Resources, Business Administration, or related field.
- A minimum of three years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Office Manager
Reports to: Chief Executive Officer (CEO)
FLSA Status: Exempt
Grade: 52 (\$25.66 – 42.35)

Job Summary:

The Office Manager oversees SCS's daily administrative and business operations. The purpose is to provide quality support services and ensure friendly, smooth operations. The Office Manager will also practice and ensure that all SCS business procedures comply with state and federal laws.

Supervisory Responsibilities:

- The Office Manager is responsible for providing administrative oversight of the Office Administrative Support Staff.

Duties/Responsibilities:

- Oversees daily office operations at three outpatient facilities.
- Facilitates client admissions, scheduling of appointments, and maintaining client records.
- Ensures compliance with State and Federal regulations as well as accreditation standards.
- Ensures clients and stakeholders receive excellent customer service and provide corrective changes to enhance customer service.
- Proactive in identifying SCS needs and implementing services that enhance SCS business practices and compliance with all state and federal laws.
- Responsible for implementing corrective action resulting from Outcome Data, Client Satisfaction Surveys, and Needs Assessment.
- Responsible for ensuring all SCS operations, procedures, and activities are current.
- Responsible for fostering a team approach with other Managers and staff of SCS.
- Annually Conducts evaluations of administrative support staff
- Seeks appropriate assistance and keeps CEO informed.
- Implements processes to improve office procedures continuously.

- Maximize office productivity through efficient use of personnel, office resources, and time management.
- Responsible for effective, efficient, and professional office personnel and operations.
- Arrange clerical schedules for coverage during business hours and employee's leave time, maintaining daily coverage for all clerical positions.
- In direct coordination with the CEO and other managers, ensure support staff services and programs function according to state, SCS, and CARF standards.
- Assists support staff in developing clerical skills, utilizing a variety of leadership skills to assist employees in fulfilling their goals and job descriptions.
- Provides feedback and corrective action to employees under his/her supervision.
- Consistently and fairly provides administrative functions and acts as a role model to ensure compliance and application of SCS policies and procedures.
- Other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills.
- Ability to provide leadership and direction to staff.
- Ability to build rapport with clients to facilitate their engagement in the psychotherapy process.
- Familiarity with generally accepted concepts, techniques, and procedures of evaluations and psychotherapeutic treatment.
- Must know the generally accepted principles of mental health treatment and of the mental health profession, including physiological, psychological, and social aspects of mental health.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite.

Education and Experience:

- High school or equivalent diploma.
- Demonstrates experience and ability in administrative oversight of business operations.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.

- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: myAvatar Specialist
Reports to: Chief Financial Officer
FLSA Status: Nonexempt
Grade: 50 (\$24.43 - \$40.31)

Job Summary:

The myAvatar Specialist oversees and administers the agency's Electronic Health Care record.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Maintain Avatar and manage updates. Ensure users can access and utilize all forms and reports required to perform their job duties.
- Continually look for ways to enhance data accuracy and user experience
- Train new users and provide ongoing training. Maintain up-to-date training for Avatar users.
- Troubleshoot Avatar issues and communicate and work with the IT department.
- Provide Avatar data in requested reports. Tools for doing this include Crystal Reports and KPI Dashboard.
- Build additional Avatar forms requested by users.
- Oversee any implementation connected with Avatar and provide training with any Netsmart modules as needed.
- Provide communication between Netsmart and the IT department.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.

- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.
- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.

Education and Experience:

- High school diploma/GED.
- SQL and QLIK Sense proficiency a plus.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: PC Support Specialist
Reports to: Chief Financial Officer
FLSA Status: Nonexempt
Grade: 50 (\$24.43 – \$40.31)

Job Summary:

The PC Support Specialist is responsible for data, PC, Network, and phone system support. The PC Support/Help Desk Specialist will practice ethically and will be subject to supervision by the CEO or any member of the Management Team when appropriate.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Serve as the primary point of contact for end users.
- Train personnel on PC/Network usage as outlined in the New Employee Computer Orientation Checklist.
- Answer procedural questions regarding software, hardware, network, and phone systems as needed.
- Produce data elements to comply with WCIS.
- As needed, produce and distribute data reports to ensure continuity of services.
- Maintain/update users in Active Directory and Exchange Server.
- Assist in minor network installation for all SCS sites as needed.
- Assist in the installation of personal computers.
- Install, repair, clean, and modify PCs, equipment, and programs.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.

- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures standards.
- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.

Education and Experience:

- Bachelor’s Degree or equivalent experience in a computer-related field.
- Knowledge of computer system software and use.
- Ability to pass a criminal background investigation or demonstrate rehabilitation.
- A valid driver’s license and clean driving record.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- Hearing: perceiving the nature of sound by ear.
- Lifting: raising or lowering objects weighing no more than 50 pounds from one level to another.
- Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
- Sitting: remaining in the normal seated position.
- Stooping: bending the body by bending the spine at the waist.
- Talking: expressing or exchanging ideas using spoken words.
- Vision Near acuity: the ability to see clearly at 20 inches or less

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Certified Social Worker

Reports to: Manager of Psychosocial Services/Clinical Supervisor

FLSA Status: Exempt

Grade: 49 (\$23.83 - \$39.33)

Job Summary:

The Certified Social worker is responsible for providing limited direct clinical services to clients, including completing case management, co-facilitating psychoeducation and psychotherapy activities, and discharging clients.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Maintain a caseload, provide clinical services upon demand without lapse in coverage, and accept new clients according to the procedures and needs of SCS.
- Works in collaboration with treatment teams and outcomes for clients.
- Provides accurate and timely documentation of contact with SCS clients.
- Provides crisis intervention services to stabilize clients and necessary referrals for care.
- Works collaboratively with clients to effectively address mental health and substance disorder issues.
- Identifies, provides, and/or arranges for case management services, ensuring quality wrap-around services for clients.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.

- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.
- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.

Education and Experience:

- Bachelor’s Degree in social work, mental health, substance disorder, or human relations discipline and has two years of documented, supervised experience and training in providing substance abuse treatment.
- Certification as a Substance Abuse Worker or Social Worker under the Mental Health Professions Licensing Board.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Program Operations Supervisor-Recovery Services
Reports to: Recovery Services Manager/TC WAP Supervisor
FLSA Status: Exempt
Grade: 46 (\$22.13-36.52)

Job Summary:

The Program Operations Supervisor is responsible for coordinating the daily operations and maintenance of the residential program and providing oversight of non- ancillary services. The overall purpose is to provide a quality service delivered with dignity and respect for the client. This service is aimed at improving the clients overall mental health and recovery, improved daily living skills, generating increased wellness, quality of life, ability to maintain a clean and sober lifestyle, and obtain the skills and tools to become a responsible and productive member of society. The Program Operations Supervisor will practice in an ethical manner and will be subject to supervision of his/her activities. The TC/WAP Supervisor or any member of the Management Team will supervise the Program Operations Supervisor when necessary.

Supervisory Responsibilities:

- Supervises treatment support/Medication Tech staff.
- Supervises clients during transportation and while at facility/houses.

Duties/Responsibilities:

- Develop and maintain residential schedules to ensure adequate staffing.
- Assist with interviewing applicants for Treatment Support Staff positions.
- Ensure quality orientation to all new residential staff.
- Provide quality staffing/supervision/training meetings at least twice monthly.
- In collaboration with other Program Operations Supervisors, provide on-call 24/7 for all staff coverage and house issues.
- Provide weekend on-call coverage for client emergencies in the residential facilities. Document all on-call activities.
- Cover residential shifts when no other coverage can be arranged.
- Ensure residential staff adheres to SCS policies and procedures.
- Manage and distribute commissary items to clients (inventory, collect money, and process payments to SCS for this service).

- Coordinate all purchase requests and submit for approval for needed items at the facility.
- Communicate facility maintenance issues to appropriate maintenance personnel and track progress until completion.
- Provide backup coverage to the admission case manager when needed.
- Communicate all medical emergency, medication errors, and incident reports to managers as well as ensure they are completed correctly and proper protocol is followed.
- Assist the Admission Case manager with communication with APRN and provide accurate information for incoming detox/crisis clients.
- Assist on-call clinicians with referrals to Detox and Crisis.
- Provide staffing lists weekly for treatment team meetings.
- Complete documentation during weekly and daily staffing meetings.
- Ensure copies of staffing notes are provided to appropriate probation agents.
- Provides monthly reports in compliance with state standards for billing purposes.
- Provides weekly staff meetings to treatment support staff.
- Create and maintain up-to-date training checklists for new employees for treatment support staff.
- Complete annual performance evaluations and reviews with employees.
- Administers corrective action with the assistance from the Recovery Services Manager and HR for staff.
- Collect and ensure that all grievances are submitted and reviewed by the manager of recovery services and HR staff.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.
- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.
- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.
- Proficient with a computer and required software programs to perform job functions.

Education and Experience:

- High school diploma/GED
- An Adult as defined by the Wyoming Statutes.
- Knowledge and/or experience with residential programs.

Physical Demands:

(Physical demands are a general guide and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Case Manager Supervisor
Reports to: Recovery Services Manager
FLSA Status: Exempt
Grade: 46 (\$22.13 - \$36.52)

Job Summary:

The Case Manager supervisor supervises Case Managers to provide wraparound services and a coordinated approach to delivering behavioral healthcare for SCS.

Supervisory Responsibilities:

- Supervises Case Managers.

Duties/Responsibilities:

- Supervise case managers of residential facilities and ensure quality case management services for recovery residential clients.
- Arrange case manager schedules for continuous workweek coverage, weekend on-call coverage, and case manager leave time.
- Ensure a quality therapeutic community for the clients in the Recovery Residential Programs.
- Responsible for performance evaluations of employees and providing feedback to employees and for corrective action for employees under his/her supervision.
- Responsible for the educational/professional development of case managers.
- Facilitate client access to community resources, including medical, vocational, and educational services and providers ensuring wrap-around services and integrative care.
- Assist clients in developing natural resources and contact social/community network systems.
- Review case management cases to ensure comprehensive and timely services for clients.
- Maintain ongoing contact and support with job placement staff in terms of client progress and job placement.
- Assists clients in developing goals and areas of need and assists in developing comprehensive treatment plans.
- Utilize feedback from clients for continuous improvement of services.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent time management and organizational skills.
- Strong time management and organizational skills.
- Excellent organizational skills and attention to detail.
- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.
- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.
- Proficient in computer software programs, including but not limited to Microsoft Suite.

Education and Experience:

- Completion of a Bachelor’s degree in Psychology, Social Work, or Counseling.
- One to two years of experience related to case management activities.
- Eligibility and ability to maintain liability insurance provided by SCS.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- This position schedule may require weekend and on-call rotational work.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Accounts Receivable Supervisor
Reports to: Chief Financial Officer
FLSA Status: Nonexempt
Grade: 45 (\$21.59 - \$35.63)

Job Summary:

The Accounts Receivable Supervisor supervises the billing staff, monitors AR accounts, and reports to the Chief Financial Officer.

Supervisory Responsibilities:

- This position supervises the Medical Services Clerk and Accounts Receivable Clerks.

Duties/Responsibilities:

- Daily, post services provided to the clients.
- Monthly, prepare client statements, review clients' statements for accuracy and correct any errors before mailing, determine past due status of client accounts, notify the client of payment requirements on the bill, and mail client statements by the 5th working day of each month.
- Consult with clients by phone and face-to-face regarding their accounts.
- Prepare monthly, quarterly, and semi-annual reports as required for the CFO, CEO, and Board of Directors.
- Prepare monthly collection accounts and submit them to the collection agency.
- Critically analyze client accounts and increases in receivables to initiate immediate corrective action to ensure financial reimbursement in a prompt and timely manner.
- Monitors charges to ensure Medicaid and Behavioral Health Redesign standards are met.
- Assist with pre-authorization of insurance, EAP, and BHR.
- Submit third-party billing
- Ensure re-billing of denied claims when not paid within 90 days.
- Monitors billing staff to ensure timely and accurate billing practices are followed.
- Informs CFO of progress and developments of the accounts receivable and billing staff.
- Maintains and prepares monthly reports as requested by the CFO.

- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.
- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures standards.
- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.

Education and Experience:

- High school diploma/GED
- At least one year experience in accounts payable/receivable.
- At least one year experience supervising in a business office setting.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Residential Coordinator
Reports to: Psychosocial Manager
FLSA Status: Nonexempt
Grade: 41 (\$19.56 – \$32.28)

Job Summary:

The Residential Coordinator is responsible for coordinating the daily operations and maintenance of the residential program and providing oversight of non-ancillary services.

Supervisory Responsibilities:

- Supervises treatment support staff.

Duties/Responsibilities:

- Supervises staff and clients of residential facilities, activities at the community center, and all activities the clients participate in while in the community at large.
- Assumes responsibility for general maintenance of residential facility and community center.
- Creates and maintains schedule for treatment support staff.
- Provides monthly reports in compliance with state standards for billing purposes.
- Ensures all treatment and behavior plans are adhered to and that all charting complies with state standards and SCS policies and procedures.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.
- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.

Education and Experience:

- High school diploma/GED.
- Knowledge and/or experience with residential programs.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Payroll Clerk
Reports to: Human Resource Manager
FLSA Status: Nonexempt
Grade: 40 (\$19.08 – \$31.49)

Job Summary:

The Payroll/HR Clerk assists the HR Manager in achieving the agency's short—and long-term goals. The specialist also processes the monthly payroll and maintains employee records in the HRIS system.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Process all new hires and terminations in the HRIS system
- Enroll employees in benefits and maintain an online benefit system.
- Run monthly payroll and process time through HRIS. Communicate with the bank for payroll processing.
- Prepare monthly, quarterly, and annual reports and forms.
- Prepares financial reports for special projects.
- Compile information for audits.
- Maintain staff leave time and time tracking.
- Provide linkage with other employees, agencies, organizations, and businesses on behalf of the HR Manager and professionally represent SCS.
- Assists with new hire background checks and monthly driver's license screens.
- Provide first-line solutions to questions and problems associated with HR and Payroll activities and functions.
- Tracks employee immunizations and TB testing.
- Performs other duties as assigned.

Required Skills/Abilities:

- Proficient in payroll processing and utilization of payroll system.
- Excellent verbal and written communication skills.
- Excellent organizational and time management skills with attention to detail.

- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to prioritize tasks.
- Basic knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- High school or equivalent diploma.
- One-year office experience and knowledge of payroll practices and procedures.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions.
- Hearing: perceiving the nature of sound by ear.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
- Sitting: remaining in the normal seated position.
- Stooping: bending the body by bending the spine at the waist.
- Talking: expressing or exchanging ideas using spoken words.
- Vision Near acuity: the ability to see clearly at 20 inches or less.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Case Manager
Reports to: Case Manager Supervisor/Manager
FLSA Status: Nonexempt
Grade: 39 (\$18.62 - \$30.72)

Job Summary:

The Case Manager coordinates and provides comprehensive case management services to individuals with behavioral health disorders. The case manager will work closely with clients, families, social services, and legal and healthcare providers to ensure optimal care and support for our clients.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Build a rapport with the client to facilitate their engagement in developing and implementing individualized treatment plans.
- Maintain detailed and accurate documentation on all client encounters, both direct and indirect.
- Provide documentation assistance related to progress notes, discharge and transition summaries, and treatment plans, as requested.
- Educate clients and families about available resources. Assist clients in completing applications for all available resources.
- Provide crisis intervention and support to clients as needed.
- Advocate for clients' needs and rights within the healthcare, legal, and social service systems.
- Complete Prior Authorizations for insurance or social service aid programs for clients and ensure proper Release of Information (ROI) documents are updated.
- Coordinate and facilitate access to community resources, including medical, psychiatric, legal, vocational, social services, and educational services.
- Attend coordination meetings, such as MDT meetings, psychiatric care meetings, probation coordination meetings, or hospital-based coordination meetings, as appropriate.
- Assist clients transitioning to a different level of care or discharging.
- Safely transport client in accordance with SCS policies.

- Comply with all SCS policies.
- Monitor and maintain all sample medication inventory, as requested.
- Maintain updated information regarding community resources and prescription programs.
- Meet or exceed the set number of Direct Service Hours for the performance year. Educate clients on wellness, recovery, and resilience.
- Assist in facilitation of therapy groups, as requested
- Performs other duties as assigned.

Required Skills/Abilities:

- Strong understanding of behavioral health disorders and treatments.
- Compassionate and empathetic approach to client care.
- Ability to meet deadlines, manage time, and possess organizational skills.
- Ability to perform duties with integrity, professionalism and confidentiality.
- Ability to work independently and as part of a team.
- Problem solving capabilities.
- Knowledge of community resources and agencies.
- Communication and interpersonal skills.
- Proficiency in using electronic health records and other digital tools for documentation and communication.
- Ability to understand concepts and admission requirements for all SCS behavioral health programs.
- Ability to review the client's social determinants of health, understand assessments and be aware of medical, legal and behavioral health problems.

Education and Experience:

- Bachelor's Degree in social work, Psychology, Counseling, or related fields.
- Proven experience in psychiatric or mental health care for a minimum of one (1) year.

Physical Demands:

(Physical demands are a general guide and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Prevention Specialist
Reports to: Recovery Services Manager
FLSA Status: Nonexempt
Grade: 39 (\$18.62 - \$30.72)

Job Summary:

The Prevention Specialist is responsible for providing prevention services regarding alcohol and other drug addiction, tobacco, suicide, and other identified issues. The Prevention Specialist also participates in community partnerships and committees, assisting in identifying high-risk populations and developing appropriate deterrent programs for the community.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Develop strategic plans utilizing the Strategic Prevention Framework (SPF) model.
- Develop, organize, and conduct workshops and seminars on substance abuse prevention and mental health issues.
- Provide in-service education regarding alcohol/drug addiction, suicide, and other community issues, including risk factors, prevention, intervention, and referral sources to SCS and other community resources as requested.
- Assess the need for public information, community education, and referral services, including target communities and populations, the extent of need, and the current availability of services.
- Develop programs and campaigns to address identified needs.
- Works with high-risk youth to assist them in developing behaviors and attitudes that will reduce the risk of developing addiction to chemicals.
- Conducts psycho-educational groups independently as required, with the intent of emphasizing substance abuse issues, violence prevention, life skills, and/or other wellness issues.
- Facilitates clinical groups under the direction of a Master's level clinician.
- Purchase, organize, and maintain videos and other educational materials in the prevention library.

- Attends and actively participates in staff, team, supervision, and professional development meetings as assigned.
- Performs Public Relations duties as assigned.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent presentation skills.
- Strong time management and organizational skills.
- Ability to meet deadlines.
- Respectful and professional with diverse backgrounds.
- Capable of effective professional communication and public speaking.

Education and Experience:

- Bachelor’s degree in behavioral or social sciences, education, or a related field.
- Obtain any certification in prevention or fulfill any certification requirements specified by the State of Wyoming within one year of employment.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- Prolonged periods of sitting and standing.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____

**Employee Name:**

Job Title: Medical Assistant
Reports to: Advanced Nurse Practitioner
FLSA Status: Nonexempt
Grade: 37 (\$17.72 - \$29.24)

Job Summary:

The Medical Assistant is responsible for providing administrative and clinical support to the Southwest Counseling Service Medical Clinic provider. The overall purpose is to provide a quality service delivered with dignity and respect for the patient. This service is aimed at improving the patient's overall health. The Medical Assistant will function ethically, work with colleagues, patients, and clients respectfully, and be subject to supervision of his/her activities. The SCS Medical Provider or any member of the Management Team will supervise the Medical Assistant.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Prepare patients for examination and treatment by gathering medical history information, taking and recording vital signs, blood pressure, and temperature, and documenting presenting complaints.
- Assist medical providers during examinations.
- Perform Phlebotomies and in-house labs (rapid strep, COVID, influenza, mono, hemoglobin, A1C, pregnancy tests, and Urine analysis).
- Performs EKG tests.
- Coordinate patient care, including pre-certifications, referrals, authorizations, and prescriptions.
- Administer therapeutic injections.
- Provide administrative support with patient notifications and documentation, including, but not limited to, complete medical records, labs, authorizations, X-rays, hospital records, and any previous care regarding each patient visit.
- Provides complete and accurate billing information related to the patient encounter in a timely fashion.
- Maintain a clean, functional environment, including cleaning and disinfecting of equipment and examination rooms. Disinfect equipment and instruments using appropriate solutions following sterilization procedures. Follows manufacturer's and OSHA guidelines in handling hazardous substances.

- Orders supplies as directed and stocks patient care areas.
- Answer and return calls to patients.
- Type letters.
- Scan charts.
- Enter patient information in the EMR.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.
- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.
- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.

Education and Experience:

- High school diploma/GED.
- Prefer completion of medical assistant program.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- This position may require to stand or sit for long periods.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: HR Admin. Clerk
Reports to: Human Resource Manager
FLSA Status: Nonexempt
Grade: 36 (\$17.29 - \$28.53)

Job Summary:

The Human Resources Assistant assists the HR Manager in achieving the agency's short—and long-term goals and provides administrative support for all human resources department aspects.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Provides administrative support to the HR department.
- Answers and directs departmental phone calls.
- Receives and distributes office mail.
- Creates job postings and conducts initial phone screen interviews.
- Manages pre-employment processes
- Completes new hire reports, facilitates IT orientation, conducts new hire orientation, organizes training, sets up TB tests, and assists with initial/annual benefits enrollment.
- Performs semi-annual residential house inspections of all locations, ensure health and safety compliance, and report any damages to maintenance.
- Create and conduct monthly Health/safety drills and discussions
- Monitor and track employee training to ensure compliance with required position qualifications.

- Provide backup to other HR Clerks.
- Maintains updates for SCS documents.
- Maintains credentials/training for SCS staff.
- Trains/assists employees with learning how to use time management systems and handle leave requests and punch corrections.
- Performs other duties as assigned

Required Skills/Abilities:

- Ability to work with HRIS.
- Excellent verbal and written communication skills.
- Excellent organizational and time management skills with attention to detail.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to prioritize tasks.
- Basic knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- High school or equivalent diploma.
- One-year office experience and knowledge of payroll practices and procedures.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Accounts Payable Clerk
Reports to: Chief Financial Officer
FLSA Status: Nonexempt
Grade: 40 (\$19.08 - \$31.49)

Job Summary:

The Accounts Payable Clerk is responsible for upholding the organization's financial transparency by maintaining efficient and accurate payments, developing positive vendor relationships, and contributing to SCS's overall financial stability.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Assists with grants management.
- Prepare all accounts payable approved for payment by the CFO and CEO.
- Assists with audits
- Maintains County records for capital projects and inventory over a specified amount.
- Prepare all accounts payable and approved for payment by the CFO and CEO.
- Reconcile account balances, track expenses, and manage financial documentation.
- Maintain a record of transactions in an organized and unified tracking retrieval system.
- Prepare billing of residential client accounts for expenses paid on their behalf every month.
- Manage client funds and petty cash.
- Answer all vendor inquiries, negotiate discounts, and dispute charges.
- Prepare accounts payable checks, ACH, or wire transfers.
- Maintain all accounts payable files and prepare an analysis of accounts, as required.
- Maintain up-to-date vendor profiles and tax compliance.
- Prepare and e-file 1099's annually.

- Assist with general financial and statistical record keeping utilizing current accounting software. Assist with minor A/R functions as needed. Provide timely and comprehensive accounts payable reports that satisfy the information required by the Executive Director or Board of Directors.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.
- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.
- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.

Education and Experience:

- High school diploma/GED
- At least one year experience in a customer service environment.
- Knowledge of accounting software (QuickBooks) preferred.
- Advanced skills in Microsoft Excel and Data Entry preferred.
- Strong analytical skills and detail-oriented, preferred.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee
Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Accounts Receivable Clerk
Reports to: Accounts Receivable Supervisor
FLSA Status: Nonexempt
Grade: 36 (\$17.29 - \$28.53)

Job Summary:

The Accounts Payable Clerk is responsible for upholding the organization's financial transparency by maintaining efficient and accurate payments, developing positive vendor relationships, and contributing to SCS's overall financial stability.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Daily, post services rendered by providers to the clients.
- Verify the accuracy of services and make corrections as needed.
- Adjust the client's financial set-up as needed and make appropriate changes to the client's account.
- Maintain organized and secured electronic and paper client information.
- Assist with pre-authorization of insurance and EAPs.
- Monthly, prepare client statements, review client statements for accuracy and correct any errors before mailing by the 5th working day of the month.
- Determine the past-due status of client accounts and notify the client of payment requirements on any outstanding balances.
- Consult with clients by phone and face-to-face regarding their accounts.
- Prepare monthly, quarterly, and semi-annual reports as required by the Accounts Receivable Supervisor, CFO, CEO, and SCS Board of Directors.
- Prepare monthly collection accounts and submit them to the board-approved contracted collection agency.
- Critically analyze client accounts and increases in receivables to provide immediate corrective action to ensure financial reimbursement promptly and timely.
- Re-bill third-party charges when not paid within 90 days.
- Assist in the preparation and timely mailing of client statements.

- Ensure billing information is accurate when uploading to the state reporting BHMS system.
- Performs other duties as assigned.
-

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.
- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.
- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.

Education and Experience:

- High school diploma/GED
- At least one year experience in a customer service environment.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Purchasing Clerk
Reports to: Chief Financial Officer
FLSA Status: Nonexempt
Grade: 36 (\$17.29 - \$28.53)

Job Summary:

The Purchasing Clerk is responsible for purchasing supplies and controlling inventory. The purpose is to streamline and be cost-effective in purchases for SCS and track SCS property.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Adheres to SCS purchasing guidelines.
- Monitors program purchasing for cost-effectiveness.
- Audits packing lists against items received.
- Review inventory supplies before purchasing.
- Maintain and update inventory lists from invoices as received.
- Ensures and maintains a current inventory of SCS property.
- Compiles and tracks items purchased or transferred between programs.
- Develop cost-effective, nutritionally sound menus for the agency for clients in residential programs.
- Review the current inventory of food items with the designated food coordinator before purchasing additional food every week.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.

- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.
- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.

Education and Experience:

- High school diploma/GED,
- One year of clerical experience and knowledge of office practices and procedures.
-

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires standing for prolonged periods.
- Employee is required to operate company vehicles to all agency facilities and grocery stores frequently.
- Lifting: raising or lowering objects weighing no more than 50 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Medical Services Clerk
Reports to: Accounts Receivable
FLSA Status: Supervisor Nonexempt
Grade: 36 (\$17.29-28.53)

Job Summary:

The Medical Services Specialist is responsible for supporting the Medical Clinic by greeting medical patients for appointments and assisting the clients with all necessary new patient paperwork. The Specialist is also responsible for billing and filing all medical claims.

Supervisory Responsibilities:

- This position has no supervisory responsibilities.

Duties/Responsibilities:

- Answers client phone calls and provides excellent customer service.
- Provides clients and the public with information concerning SCS services.
- Complete all necessary new patient paperwork.
- Assist patients with necessary questionnaires as applicable to the medical services rendered.
- Monitors reception area to ensure the safety of clients and staff.
- Record data from all superbills for services the SCS Medical Provider provides.
- Prepare and submit, at minimum, monthly utilization reports and Quality of Life requests.
- Prepare client statements, review client statements for accuracy, correct any errors, and make adjustments before mailing self-pay statements.
- Submit third-party billing via postal or electronically.
- Prepare past due listings for the AR Supervisor for the collections process.
- Filing as needed.
- Reviews superbill and fee schedule for SCS Medical Provider's services.
- Performs daily records reviews according to SCS Policies and Procedures.
- Provide essential backup to the Psychosocial receptionist, manager, and clients.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Ability to meet deadlines.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to learn different software programs.
- Proficient with Microsoft Suite.

Education and Experience:

- High school diploma or GED.
- At least one year of relevant work experience in accounts receivable and insurance billing.
- Background knowledge of medical coding education or experience.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- Mental Demands include mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Maintenance 2
Reports to: Facility Maintenance Supervisor
FLSA Status: Nonexempt
Grade: 36 (\$17.29 – \$28.53)

Job Summary:

Maintenance 2, under moderate supervision, is responsible for providing essential skilled duties, maintaining building systems such as mechanical, electrical, and structural, and ensuring that preventative maintenance is complete on all building systems. The purpose is to provide quality facilities to support service for the clients and clinical staff of SCS. The Maintenance Level 2 will practice ethically and be subject to supervision of his/her activities by the Facility Maintenance Coordinator, CEO, or any member of the Management Team when appropriate.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Seasonal Groundskeeping tasks for functional and aesthetic purposes.
- Fix clogged plumbing, change light bulbs, and minor appliance repairs.
- Receive, track, and take the appropriate action on maintenance repair forms.
- Identify potential maintenance issues before they become a problem.
- Develop and implement a preventative maintenance program.
- Perform preventative maintenance tasks regularly and regularly on various building systems, such as electrical, mechanical, and structural.
- Become familiar with the purchase requisition system of SCS and process related paperwork by approved procedures.
- Make recommendations for the acquisition of supplies, materials, and tools.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.

- Ability to maintain professional boundaries with clients at all times.
- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.
- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.

Education and Experience:

- High school diploma/GED
- Knowledge of OSHA, ADA, City Building Code, and Fire Safety Code compliance.
- Knowledge of HVAC systems, electrical distribution systems, construction, and building maintenance.
- Ability to read blueprints and perform basic carpentry, plumbing, and electrical tasks.
- Ability to read blueprints and perform basic carpentry, plumbing, and electrical tasks.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- Hearing: perceiving the nature of sound by ear.
- Lifting: raising or lowering objects weighing no more than 50 pounds from one level to another.
- Repetitive movements: using tools or handling objects.
- Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
- Sitting: remaining in the normal seated position.
- Stooping: bending the body by bending the spine at the waist.
- Talking: expressing or exchanging ideas using spoken words.
- Vision Near acuity: the ability to see clearly at 20 inches or less

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Case Manager-Non-Degreed
Reports to: Recovery Case Manager Supervisor
FLSA Status: Nonexempt
Grade: 35 (\$16.87 - \$27.83)

Job Summary:

The Non-Degree Case Manager provides a comprehensive and coordinated service approach for delivering behavioral health services. The Non-Degree Case Manager will coordinate and assist clients with wrap-around community services.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Provide comprehensive case management services by working with the treatment team and meeting the client's treatment goals and objectives.
- Work in collaboration with the client and other community resources and services.
- Provide effective communication with the client and documentation of all contacts for the client in the clinical record.
- Facilitate client access to community resources, including medical, vocational, and educational services and providers.
- Assist clients in developing natural resources and contact social/community network systems.
- Maintain ongoing contact and support with Human resource staff.
- Assists clients in developing and implementing goals to be successful in recovery.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.

- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.
- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.

Education and Experience:

- High school diploma/GED
- One to two years of experience related to case management activities.
- At least one year experience in a customer service environment.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Peer Specialist
Reports to: Program Operations Supervisor
FLSA Status: Nonexempt
Grade: 34 (\$16.45 - \$27.15)

Job Summary:

The Peer Specialist provides emotional and practical support to clients with mental health and substance disorder issues by utilizing their own experience of recovery. The Peer Specialist is typically an individual who is or has been a recipient of mental health or substance abuse services.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Facilitate client access to community activities and resources, including medical, vocational, and educational services and providers.
- Assists clients with completing required paperwork to advance through the levels of the program.
- Facilitate the client in obtaining daily living skills and a plan of action for recovery.
- Provides emotional support to clients and works with the Treatment Team.
- Facilitate Groups and provide information on coping skills, develop recovery plans to meet client needs, and be a resource for clients.
- Assist clients in acute crises to ensure safety and work with the Treatment Team.
- Assist clients in navigating all community resources to increase positive client outcomes.
- Assist clients in acute crises to ensure safety and work with the Treatment Team.
- Assist clients in navigating all community resources to increase positive client outcomes.
- Schedules and provides individual sessions with clients.
- Provides clients with Recovery Action Plans and Reviews to ensure that clients can progress through the Therapeutic Community level system.
- Assist and oversee sober living clients and provide weekly house meetings and individual sessions.

- Assist clients in transitioning to sober living from residential treatment and sober living to independent living.
- Provides Crisis intervention for clients at the request of clients and therapists and works in collaboration with other professionals to ensure safety.
- Attends daily and weekly staffing meetings and provides advocacy for clients.
- Models Hope and Recovery and shares personal lived experiences when appropriate.
- Is available on an on-call basis to outpatient clients in crisis.
- Communicates effectively with all parties to ensure critical information is shared amongst the team.
- Completes daily progress notes.
- Provides coverage at residential facilities when needed.
- Supports clients in community events.
- Seeks out state-wide services to assist clients in transitioning out of residential treatment.
- Performs other duties as assigned.

Required Skills/Abilities:

- Ability to meet deadlines.
- Respectful and professional with diverse backgrounds.
- Capable of advocating, teaching, modeling, and sharing own experiences in appropriate ways to assist others in their recovery.
- Be knowledgeable about recovery-oriented treatment.

Education and Experience:

- High school diploma/GED
- At least one year experience in a customer service environment.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- Prolonged periods of standing and frequent bending.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Treatment Support
Reports to: Residential Coordinator or Program Operations Supervisor
FLSA Status: Nonexempt
Grade: 32 (\$15.66 - \$25.85)

Job Summary:

Treatment Support Staff provide non-clinical ancillary services to adult clients in a residential setting. This position works with clients to improve their overall mental health and recovery, improve daily living skills, generate increased wellness, quality of life, ability to maintain a clean and sober lifestyle and obtain skills and tools to become a responsible and productive member of society.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Safely transports clients to/from houses.
- Documents accurate and thorough notes of activities of the clients.
- Accompany the clients in social, recreational, leisure, and community activities.
- Observes and interacts with clients throughout the entire shift.
- Review communication logs, house staff notes, treatment plans, and medication updates in collaboration with previous staff.
- Medication assistance.
- Facilitates group meetings as needed and assigned.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong time management and organizational skills.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.
- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.

- Ability to work out conflicts with manager/supervisor/staff to promote a healthy working relationship.

Education and Experience:

- High school diploma/GED
- At least one year experience in a customer service environment.

Physical Demands:

(Physical demands are a general guide and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- Prolonged periods of standing and frequent bending/stooping.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Administrative Support Staff
Reports to: Office Manager
FLSA Status: Nonexempt
Grade: 32 (\$15.66 – \$25.85)

Job Summary:

The Office Support Staff assists the public and clients in obtaining services. The purpose is to provide quality support service for the clients and clinical staff of SCS.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Receive, screen, and route telephone calls using the multi-line system and take thorough and accurate messages.
- Completes daily front desk procedures as outlined in checklists.
- Monitor reception area to ensure appropriate waiting time and safety of clients
- Assist clients with updating paperwork.
- Ensure all clinical schedules and schedule changes are entered accurately and timely into AVATAR.
- Complete on-call pw.
- Scan loose filing into the client's EHR.
- Receipt in payments.
- Post Dailies.
- Ensure psychiatric clients are seen on time.
- Provides clients and the public with information concerning SCS services.
- Complete all necessary new patient paperwork.
- Transport client records and other agency materials.
- Provide essential backup to the other facilities as needed.
- Work Flexible hours as needed by SCS, including evening hours.
- Proactively takes on other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.

- Strong time management and organizational skills.
- Ability to meet deadlines.
- Ability to provide excellent customer service to clients and staff.
- Demonstrate effective problem-solving skills.
- Ability to carry out tasks and projects to their completion.
- Respectful and professional with diverse backgrounds.
- Ability to maintain professional boundaries with clients at all times.
- Ability to take accountability for actions.
- Ability to learn different software programs.
- Proficient with Microsoft Suite.

Education and Experience:

- High school diploma or GED.
- 1 year relevant office experience.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- Lifting: raising or lowering objects weighing no more than 10 pounds from one level to another.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Cook
Reports to: Manager of Psychosocial Services
FLSA Status: Nonexempt
Grade: 24 (\$12.85 - \$21.21)

Job Summary:

The Cook provides food preparation and janitorial services for the Psychosocial Program. The overall purpose is to provide quality and nutritious meals delivered in a clean and healthy environment.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Prepares lunch for Bridges clients daily.
- Prepare a list of needed food items and supplies for the Residential Coordinator before shopping day.
- Cleans and sanitizes the kitchen after each meal.
- Cleans ovens as needed.
- Performs other duties as assigned.

Required Skills/Abilities:

- Strong time management and organizational skills.
- Ability to communicate effectively.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.

Education and Experience:

- High school diploma/GED

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- Employee is regularly required to talk or hear while performing the job duties.

- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires standing and moving around on feet for prolonged periods.
- Prolonged exposure to high temperatures from stoves and ovens
- Constant and repetitive movements, such as stirring, mixing, or kneading.
- Lifting: raising or lowering objects weighing no more than 50 pounds from one level to another.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Janitor
Reports to: Office Manager
FLSA Status: Nonexempt
Grade: 29 (\$14.54 – \$24.00)

Job Summary:

The Janitor is responsible for the overall cleanliness and sanitation of SCS facilities. The purpose is to provide a clean, healthy, and safe environment for SCS staff and clients. The Janitor will practice ethically and be subject to supervision of his/her activities by an assigned Manager or any management team member when appropriate.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Clean each assigned SCS facility according to each facility's cleaning schedule and requirements.
- Completes daily and weekly cleaning as outlined on the cleaning checklists.
- Strip, clean, buff, and apply floor sealer and floor finish to hard surface floors; vacuum and shampoo carpets.
- Empty and clean ashtrays and cigarette urns.
- Replace lightbulbs as needed.
- Use and maintain assigned power equipment and hand tools; buffers, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.
- Lock and unlock assigned buildings: secure buildings when facilities are not in use, check for unlocked doors and windows, report any unauthorized occupants, and turn off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Move furniture, equipment, supplies, and tools on an incidental basis.
- Wash accessible interior and exterior windows. Clean blinds. Launder rags and dust mops when appropriate.
- Cover other offices as needed.

- Performs other duties as assigned.

Required Skills/Abilities:

- Good verbal and written communication skills.
- Strong time management and organizational skills.
- Proficient in basic computer software.
- Respectful and professional with diverse backgrounds.
- Ability to take accountability for actions.
- Ability to maintain professional boundaries with clients at all times.
- Maintains the highest level of confidentiality, privacy, and security while upholding and promoting all standards of CARF, HIPAA, Agency Compliance, and SCS Policy and Procedures.

Education and Experience:

- High school or equivalent diploma, one year of previous custodial experience, and knowledge of chemical use.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- Lifting: raising or lowering objects weighing no more than 50 pounds from one level to another.
- This position requires repetitive bending or stooping.
- Required to use hands to finger, handle, and feel equipment.
- Able to reach with hands and arms.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Enriching lives through wellness, recovery, and hope

Employee Name:

Job Title: Lawn Care - Seasonal
Reports to: Maintenance Supervisor
FLSA Status: Nonexempt
Grade: 29 (\$14.54 – 24.00)

Job Summary:

The Lawn Care – Seasonal Staff is responsible for the overall upkeep of SCS facility lawns, outdoor areas, and light facility maintenance as directed. The purpose is to provide a clean, healthy, and safe environment for SCS staff and clients. The Lawn Care – Seasonal Staff will practice in an ethical manner and will be subject to supervision of his/her activities by the Maintenance Supervisor or any member of the management team when appropriate.

Supervisory Responsibilities:

- There are no supervisory duties for this position.

Duties/Responsibilities:

- Participates when needed with lawn care and groundskeeper tasks, including mowing, trimming, pulling weeds, snow removal, and litter/trash removal.
- Shovel snow as needed after initial removal from contractors.
- Keep all walkways ice melt at buildings when advised.
- Light maintenance duties, including clogged plumbing, changing light bulbs, and minor repairs of appliances.
- Pick up trash and debris around facilities.
- Pull weeds around buildings as needed.
- Performs other duties as assigned.

Required Skills/Abilities:

- Ability to work independently.
- Attention to detail.
- Good communication skills.
- Ability to meet deadlines.
- Respectful and professional with diverse backgrounds.
- Capable of effective professional communication and public speaking.

Education and Experience:

- High school or equivalent diploma.
- One year of previous experience with groundskeeping and basic lawn care.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to working in the cold and heat.
- Hearing: perceiving the nature of sound by ear.
- Lifting: raising or lowering objects weighing no more than 50 pounds from one level to another.
- Sitting: remaining in the normal seated position.
- Talking: expressing or exchanging ideas using spoken words.
- Vision Near acuity: the ability to see clearly at 20 inches or less

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Grant Compiler
Reports to: Grant Writer
FLSA Status: Nonexempt
Grade: 39 (\$18.62 - \$30.72)

Job Summary:

The Grant Compiler will compile all the statistics with the Grant Writer to complete the grants for SCS.

Supervisory Responsibilities:

- This position has no supervisory duties.

Duties/Responsibilities:

- With oversight of the Grant Writer, conducts thorough research to understand the requirements and priorities of various funding sources. Stays informed of current trends, policies, and regulations in grant funding.
- Completes all documents, forms, or reports required for the grant.
- Monitors the programs and projects that are funded by grants.
- Maintains/organizes files on grants and paperwork connected to grant-funded programs.
- Maintains compliance with all reporting and documentation obligations outlined by funders.
- Maintains all supporting documents to ensure the grant meets all requirements.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational and time management abilities.
- Excellent research and proofreading skills.
- Attention to detail and accuracy.
- Ability to work collaboratively in a team environment.
- Ability to meet deadlines.
- Advanced knowledge of Excel.

Education and Experience:

- An associate's degree in a related field is required.
- Bachelor's degree preferred.
- Knowledge of nonprofit organizations and the social sector is highly desirable.

Physical Demands:

(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

Employee

Acknowledgment: _____ Date: _____



Employee Name:

Job Title: Grant Writer
Reports to: CEO/CFO
FLSA Status: Exempt
Grade: 54 (\$26.96 - \$44.49)

Job Summary:

The Grant Writer develops resources, researches funding sources, and writes proposals for grant funding from various organizations.

Supervisory Responsibilities:

- This position has supervisory duties over the Grant Compiler.

Duties/Responsibilities:

- Identifies potential grant opportunities from diverse funding resources.
- Conduct thorough research to understand the requirements and priorities of various funding sources. Stays informed of current trends, policies, and regulations in grant funding.
- Writes clear, compelling, and persuasive grant proposals that effectively communicate the mission, vision, goals, and programs at SCS.
- Completes grant applications according to application requirements.
- Outlines accurate budgets that support the proposed activities defined in the proposal.
- Ensures each grant-writing project complies with the funder's policies, formats, timelines, reporting, and legal requirements.
- Clearly outlines budget justifications and financial needs to support the proposed projects.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational and time management abilities.
- Attention to detail and accuracy.
- Ability to work collaboratively in a team environment.
- Ability to meet deadlines.
- Advanced knowledge of Excel.

Education and Experience:

- Bachelor’s degree in English, Communications, Nonprofit Management, or a related field.
- Three (3) years of experience in grant writing preferred.
- Knowledge of nonprofit organizations and the social sector is highly desirable.

Physical Demands:

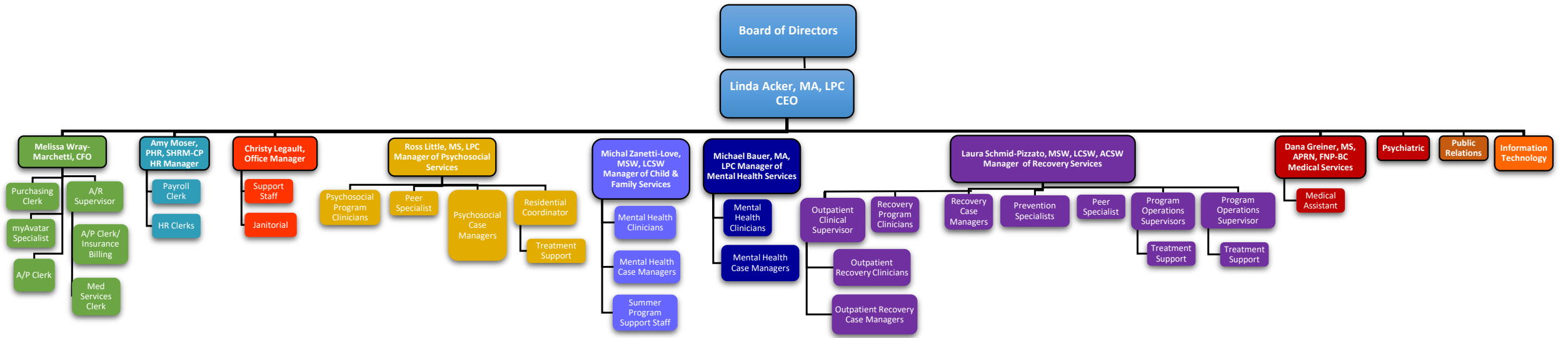
(Physical demands are a general guide, and specific positions will vary based on working conditions, locations, and facility/department needs)

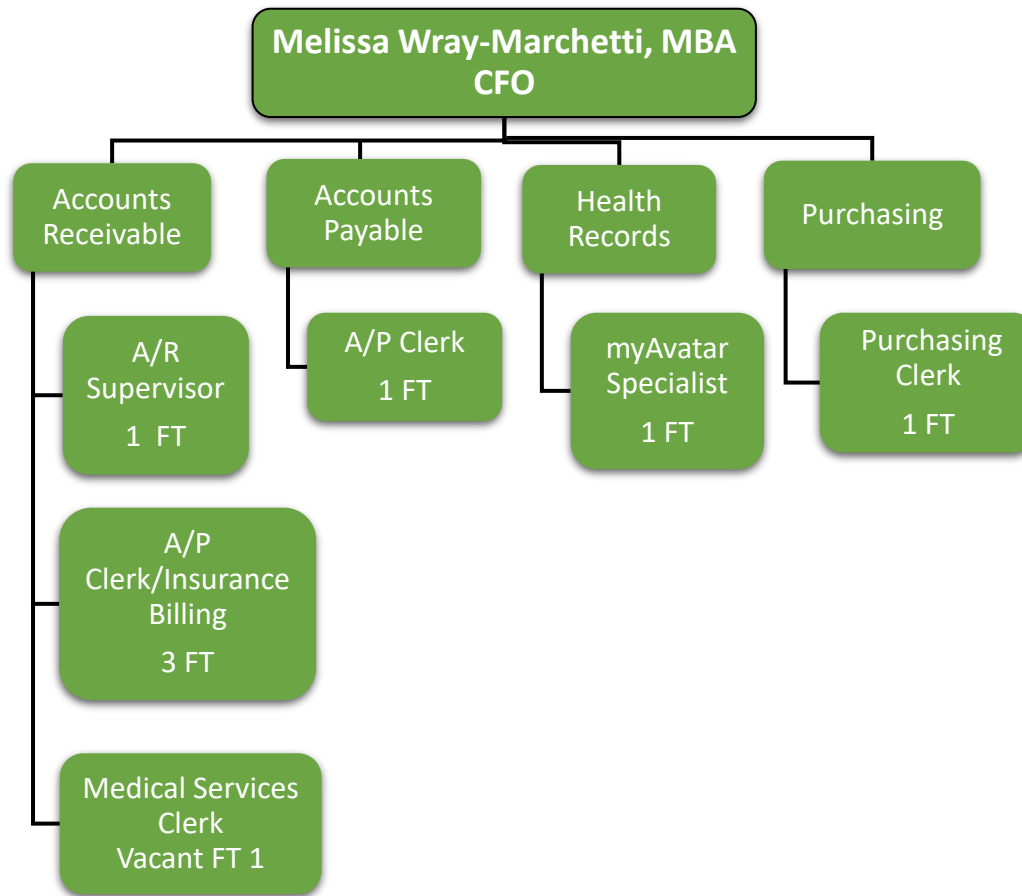
- The working environment is subject to pressure for multiple calls, inquiries, and interruptions. Ability to multi-task.
- Employee is regularly required to talk or hear while performing the job duties.
- Specific vision abilities required by this job include close vision and the ability to focus.
- This position requires lifting files, opening filing cabinets, bending or stooping as necessary, and performing work at a computer for extended periods.

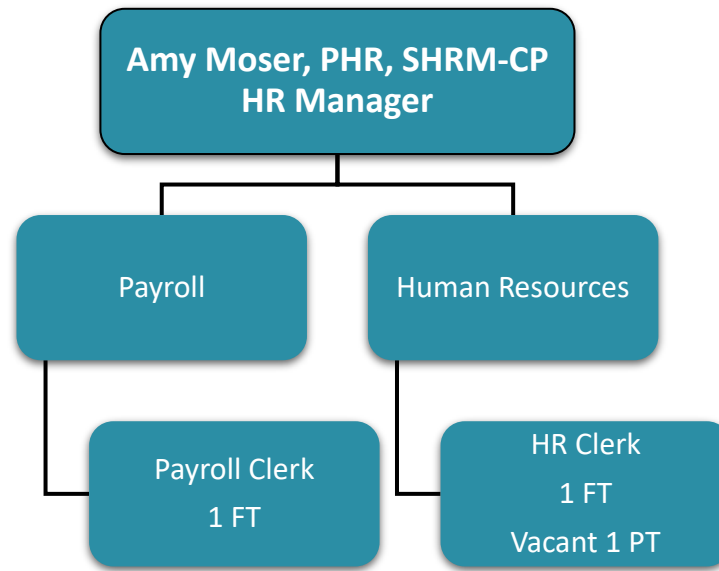
This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required by the employee. They may change, or new ones may be assigned at any time, with or without notice. This job description does not constitute a written or implied contract of employment.

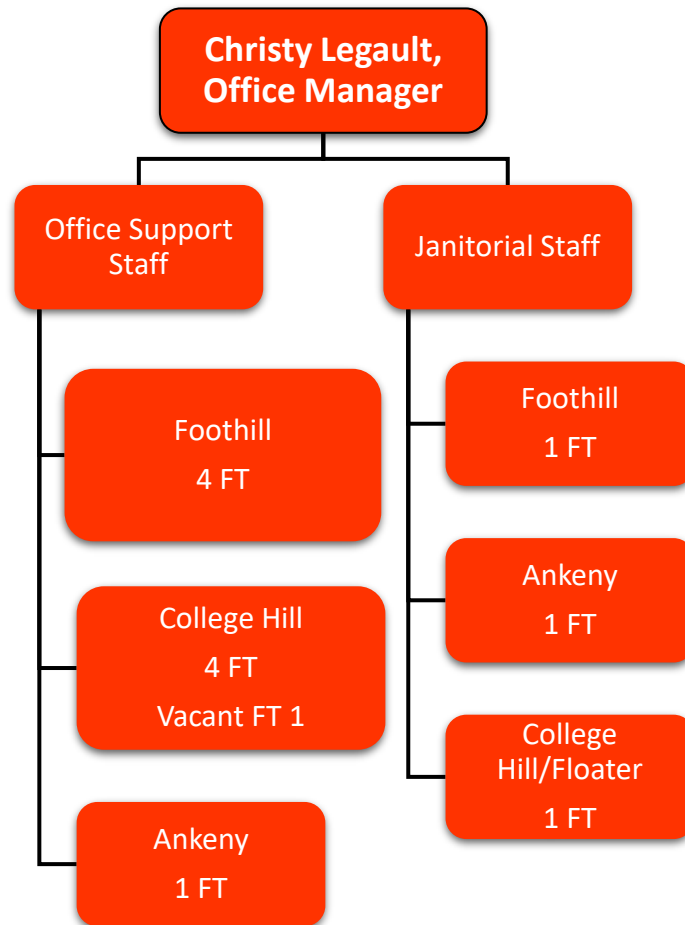
Employee

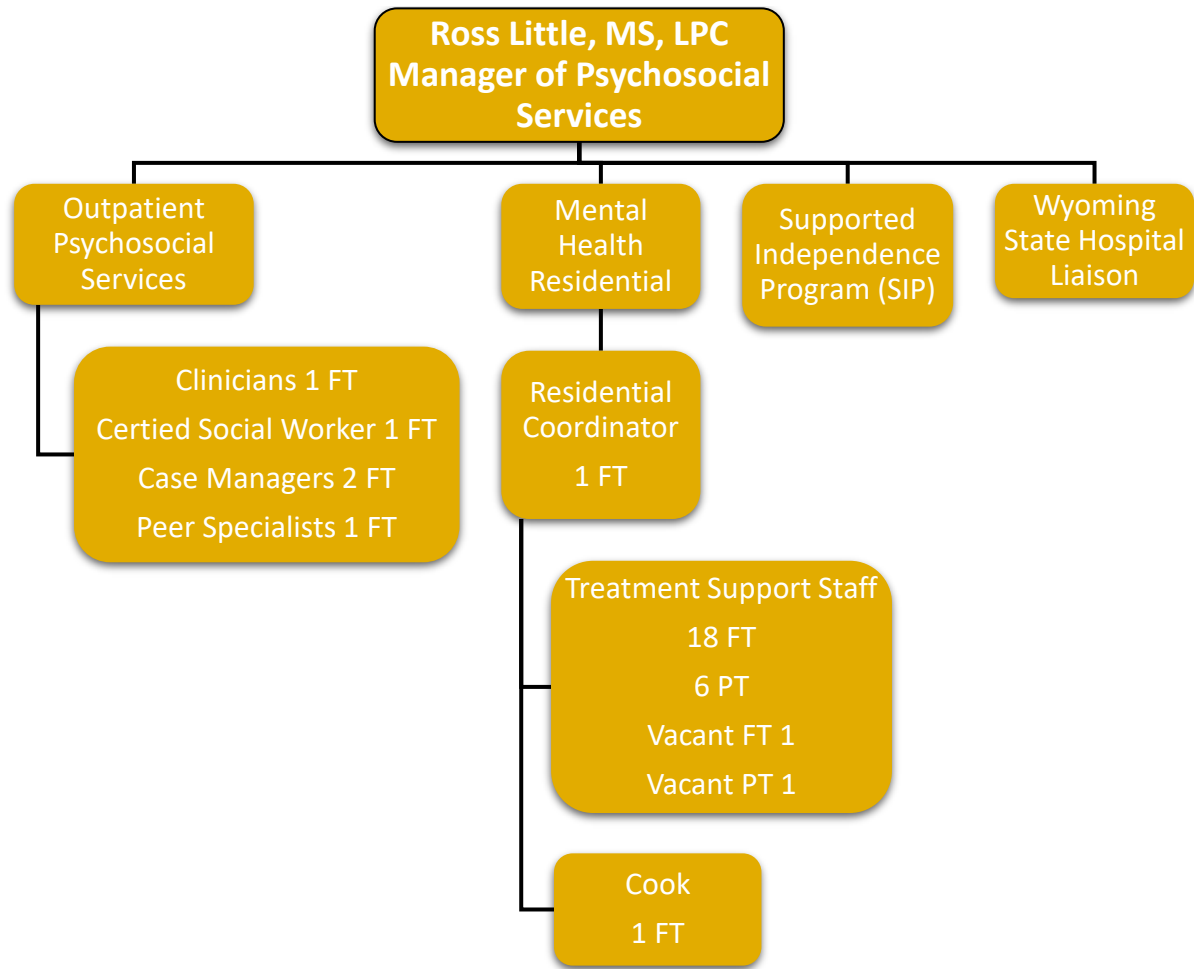
Acknowledgment: _____ Date: _____

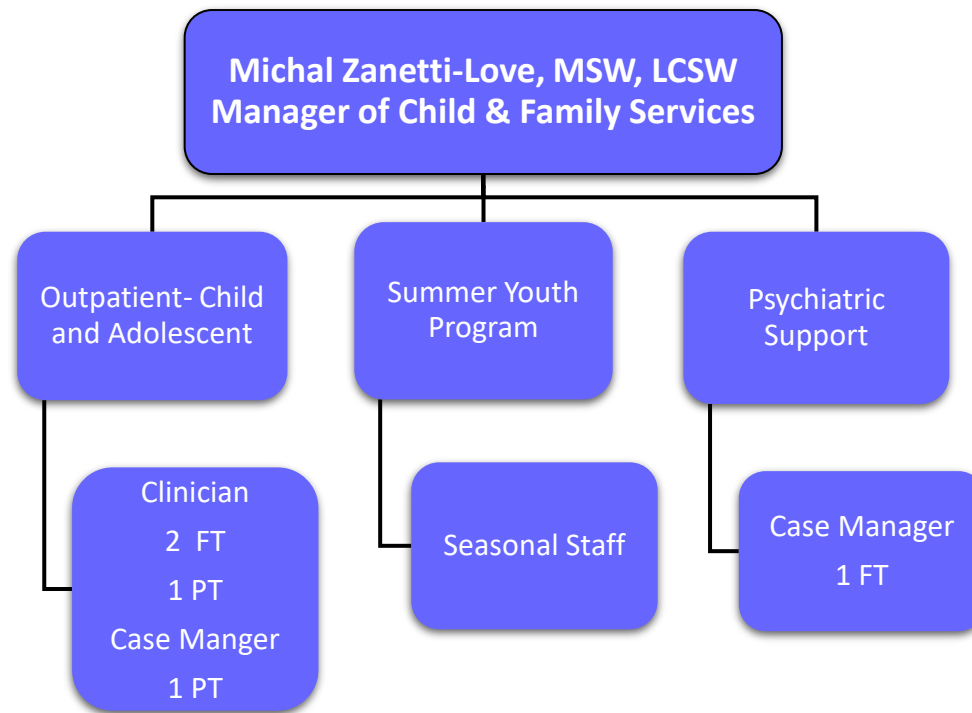


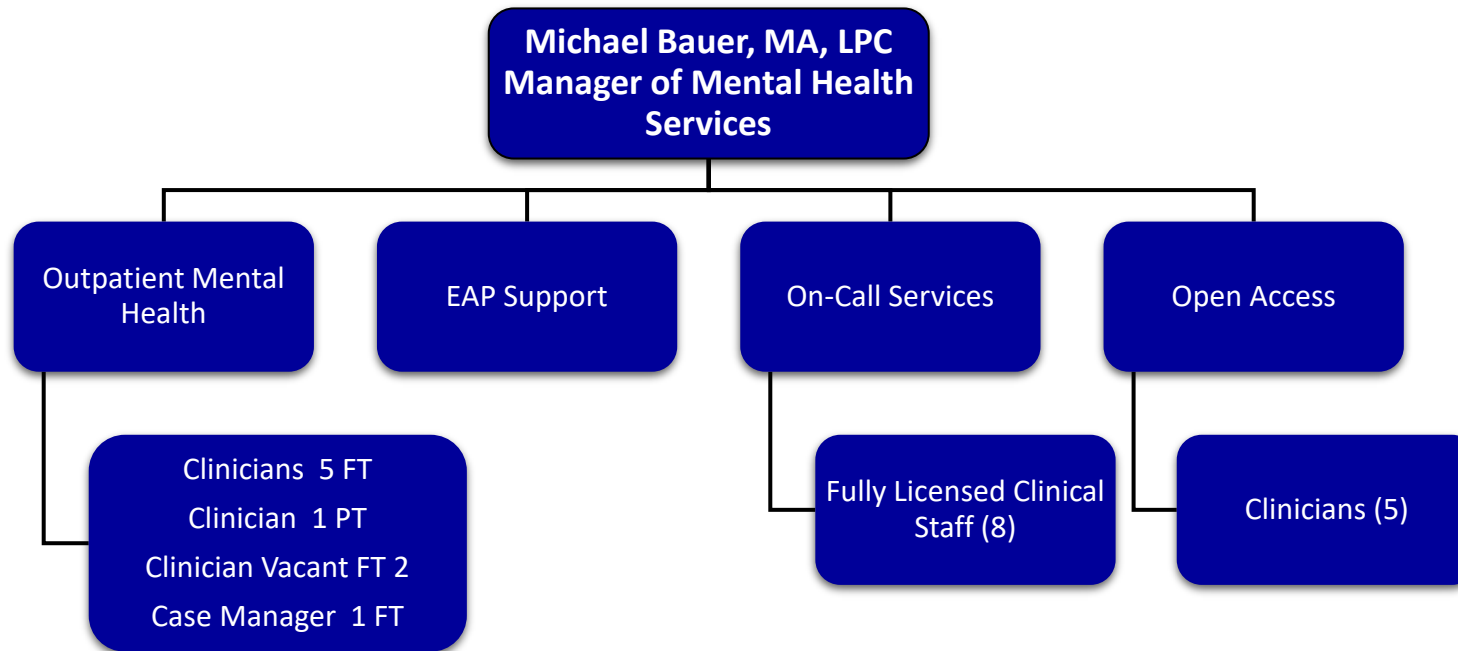


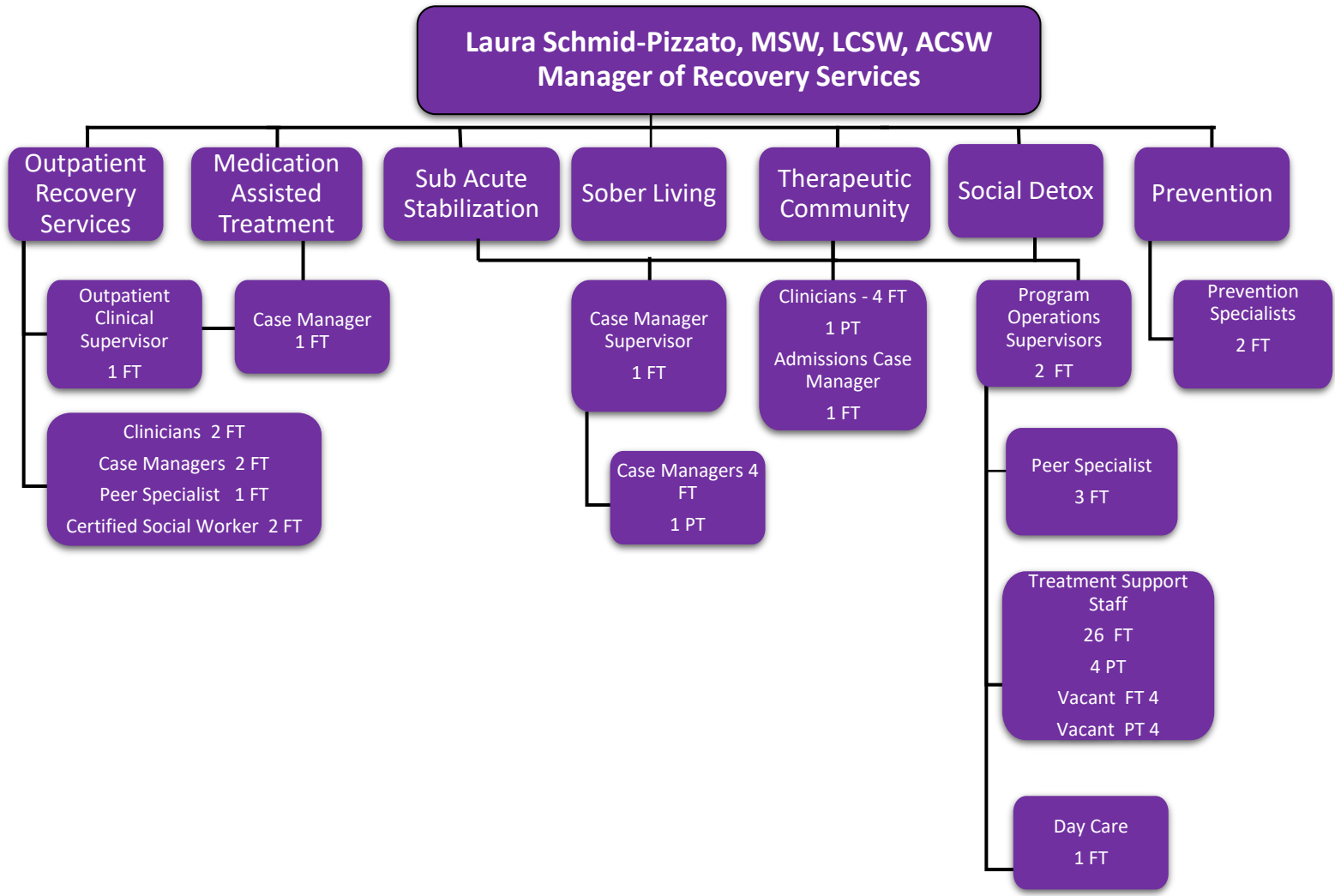


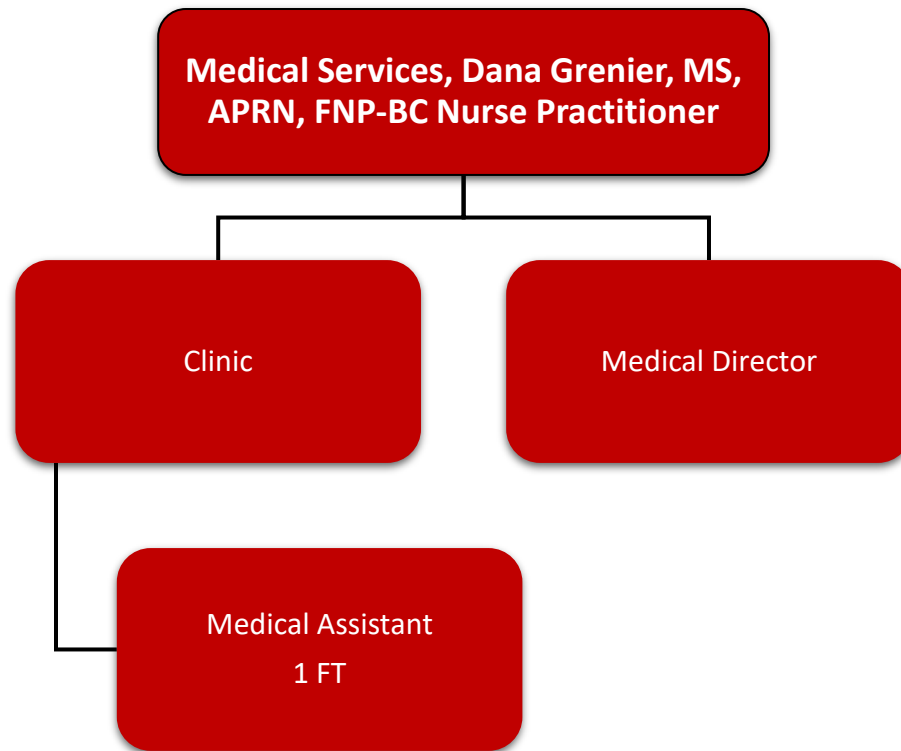


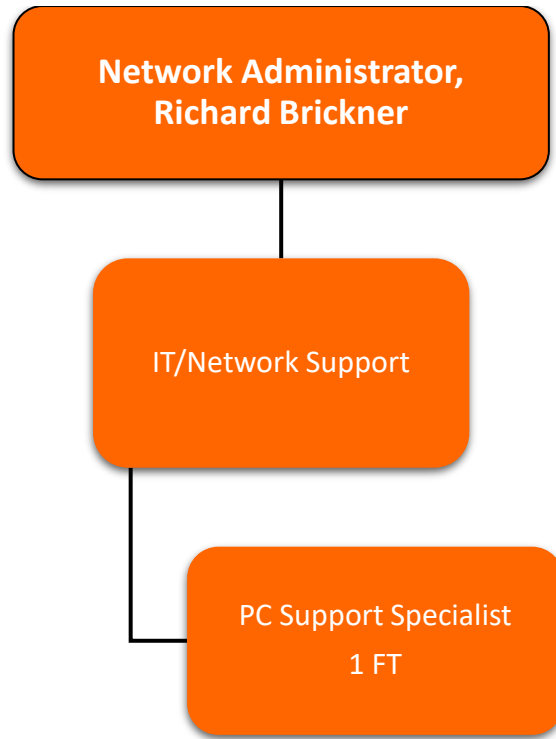


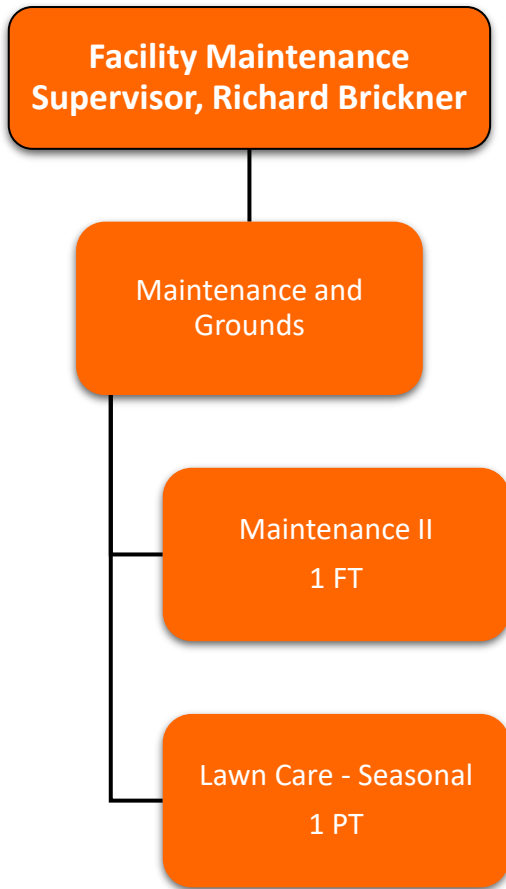












Reports

FY25 Drawdown of Residential Funding

*Based on FY24 Funding Levels

Should be at 58.33%

Goal is 8.33%/mo

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	FY25 YTD
Total SUD	70 beds							\$ 1,968,074.40
Bed Days Provided:	1785	1924	1826	1615	1643.00	1610	1580	11983
Provided:	\$ 165,800.84	\$ 187,356.80	\$ 190,470.98	\$ 159,089.18	\$ 157,139.58	\$ 146,337.48	\$ 140,944.54	\$ 1,147,139.40
YTD Provided:	\$ 165,800.84	\$ 353,157.64	\$ 543,628.62	\$ 702,717.80	\$ 859,857.38	\$ 1,006,194.86	\$ 1,147,139.40	\$ 820,935.00
\$ Needed per Month:	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 820,935.00
Deficit/Overage:	\$ 1,794.64	\$ 23,350.60	\$ 26,464.78	\$ (4,917.02)	\$ (6,866.62)	\$ (17,668.72)	\$ (23,061.66)	
Monthly Utilization:	101.09%	114.24%	116.14%	97.00%	95.81%	89.23%	85.94%	58.29%
YTD Utilization:	101.09%	107.67%	110.49%	107.12%	104.86%	102.25%	99.92%	

SUD Rates	
SUD Residential	\$ 125.00
Social Detox	\$ 141.10
Sober Living	\$ 30.82

	32 beds							
Total MH	32 beds							\$ 735,939.50
Bed Days Provided:	731	749	773	856	834	842	853	5638
Provided:	\$ 42,740.40	\$ 43,076.10	\$ 45,225.44	\$ 51,792.68	\$ 50,304.84	\$ 50,207.96	\$ 51,684.70	\$ 335,032.12
YTD Provided:	\$ 42,740.40	\$ 85,816.50	\$ 131,041.94	\$ 182,834.62	\$ 233,139.46	\$ 283,347.42	\$ 335,032.12	\$ 400,907.38
\$ Needed per Month:	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 400,907.38
Deficit/Overage:	\$ (18,587.89)	\$ (18,252.19)	\$ (16,102.85)	\$ (9,535.61)	\$ (11,023.45)	\$ (11,120.33)	\$ (9,643.59)	
Monthly Utilization:	69.69%	70.24%	73.74%	84.45%	82.03%	81.87%	84.28%	45.52%
YTD Utilization:	69.69%	69.96%	71.22%	74.53%	76.03%	77.00%	78.04%	

MH Rates	
Transitional	\$ 83.10
Long Term	\$ 73.48
SIP	\$ 22.06

	5 beds							
Sub-Acute	5 beds							\$ 238,750.20
Bed Days Provided:	59	74	68	33	51	19	45	349
Provided:	\$ 14,204.25	\$ 17,815.50	\$ 16,371.00	\$ 7,944.75	\$ 12,278.25	\$ 4,574.25	\$ 10,833.75	\$ 84,021.75
YTD Provided:	\$ 14,204.25	\$ 32,019.75	\$ 48,390.75	\$ 56,335.50	\$ 68,613.75	\$ 73,188.00	\$ 84,021.75	\$ 154,728.45
\$ Needed per Month:	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 154,728.45
Deficit/Overage:	\$ (5,691.60)	\$ (2,080.35)	\$ (3,524.85)	\$ (11,951.10)	\$ (7,617.60)	\$ (15,321.60)	\$ (9,062.10)	
Monthly Utilization:	71.39%	89.54%	82.28%	39.93%	61.71%	22.99%	54.45%	35.19%
YTD Utilization:	71.39%	80.47%	81.07%	70.79%	68.97%	61.31%	60.33%	

Sub-Acute Rate	
Sub-Acute	\$ 240.75

	107 beds							
Overall	107 beds							\$ 2,942,764.10
Bed Days Provided:	2575	2747	2667	2504	2528	2471	2478	17970
Provided:	\$ 222,745.49	\$ 248,248.40	\$ 252,067.42	\$ 218,826.61	\$ 219,722.67	\$ 201,119.69	\$ 203,462.99	\$ 1,566,193.27
YTD Provided:	\$ 222,745.49	\$ 470,993.89	\$ 723,061.31	\$ 941,887.92	\$ 1,161,610.59	\$ 1,362,730.28	\$ 1,566,193.27	\$ 2,471,770.21
\$ Needed per Month:	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 2,471,770.21
Deficit/Overage:	\$ (22,484.85)	\$ 102,213.82	\$ 102,213.82	\$ 102,213.82	\$ 102,213.82	\$ 102,213.82	\$ 102,213.82	\$ (19,466.79)
YTD Deficit/Overage:	\$ (22,484.85)	\$ (19,466.79)	\$ (12,629.71)	\$ (39,033.45)	\$ (64,541.12)	\$ (108,651.77)	\$ (150,419.12)	
Monthly Utilization:	90.83%	101.23%	102.79%	89.23%	89.60%	82.01%	82.97%	53.22%
YTD Utilization:	90.83%	96.03%	98.28%	96.02%	94.74%	92.62%	91.24%	

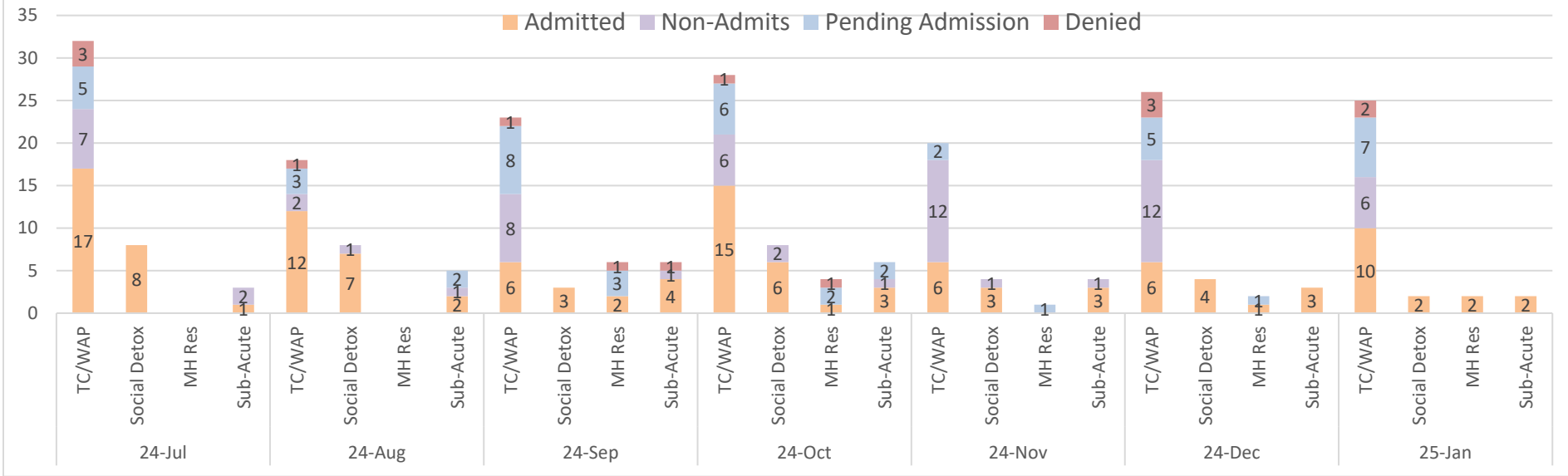
	375 days	\$ 371.00						
Opioid Detox Grant	375 days	\$ 371.00						\$ 139,125.00
Bed Days Provided:	n/a	n/a	n/a	n/a	n/a	5	46	51
Provided:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,855.00	\$ 17,066.00	\$ 18,921.00
YTD Provided:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,855.00	\$ 18,921.00	

Sub-Acute Rate	
Sub-Acute	\$ 371.00

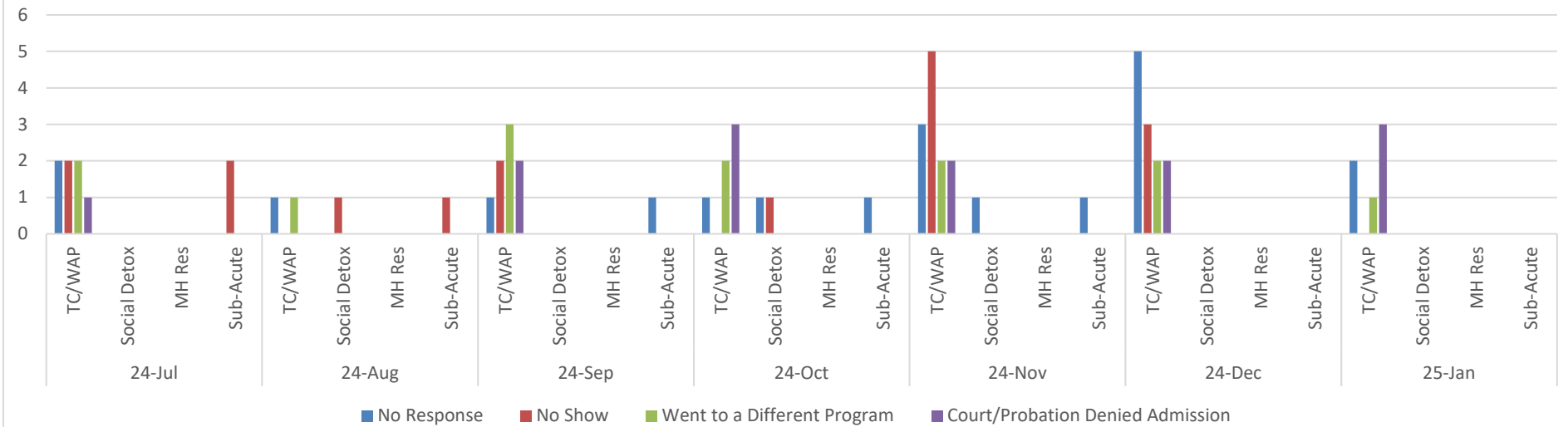
	1180 days	\$ 325.00						
Sub-Acute Grant	1180 days	\$ 325.00						\$ 383,396.00
Bed Days Provided:	n/a	n/a	n/a	28	19	43	20	110
Provided:	\$ -	\$ -	\$ -	\$ 9,100.00	\$ 6,175.00	\$ 13,975.00	\$ 6,500.00	\$ 35,750.00
YTD Provided:	\$ -	\$ -	\$ -	\$ 9,100.00	\$ 15,275.00	\$ 29,250.00	\$ 35,750.00	

Sub-Acute Rate	
Sub-Acute	\$ 325.00

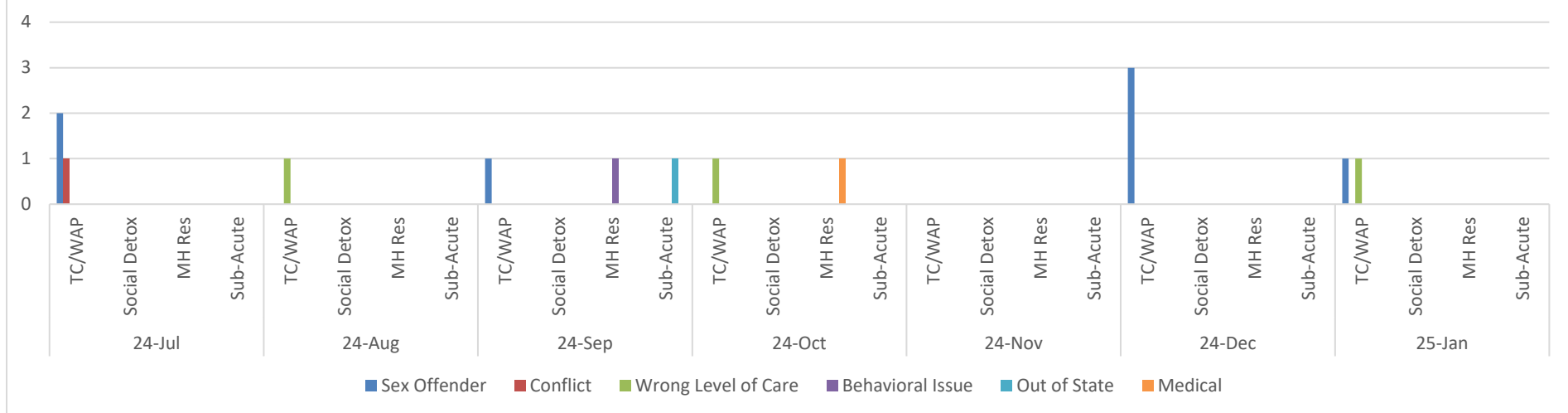
Residential Referrals and Admissions



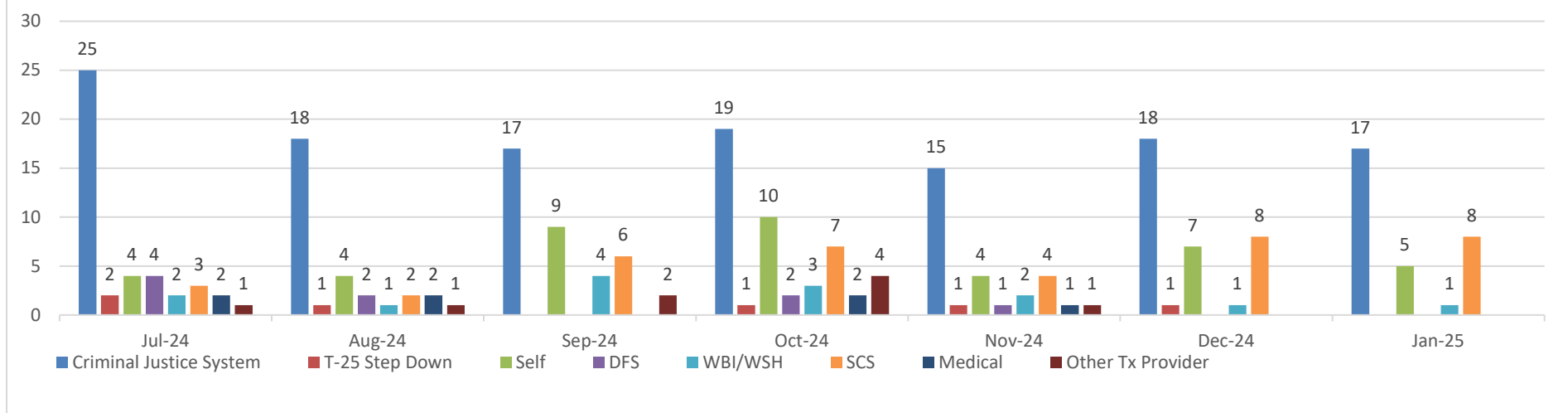
Reason for Non-Admits



Reason for Denials

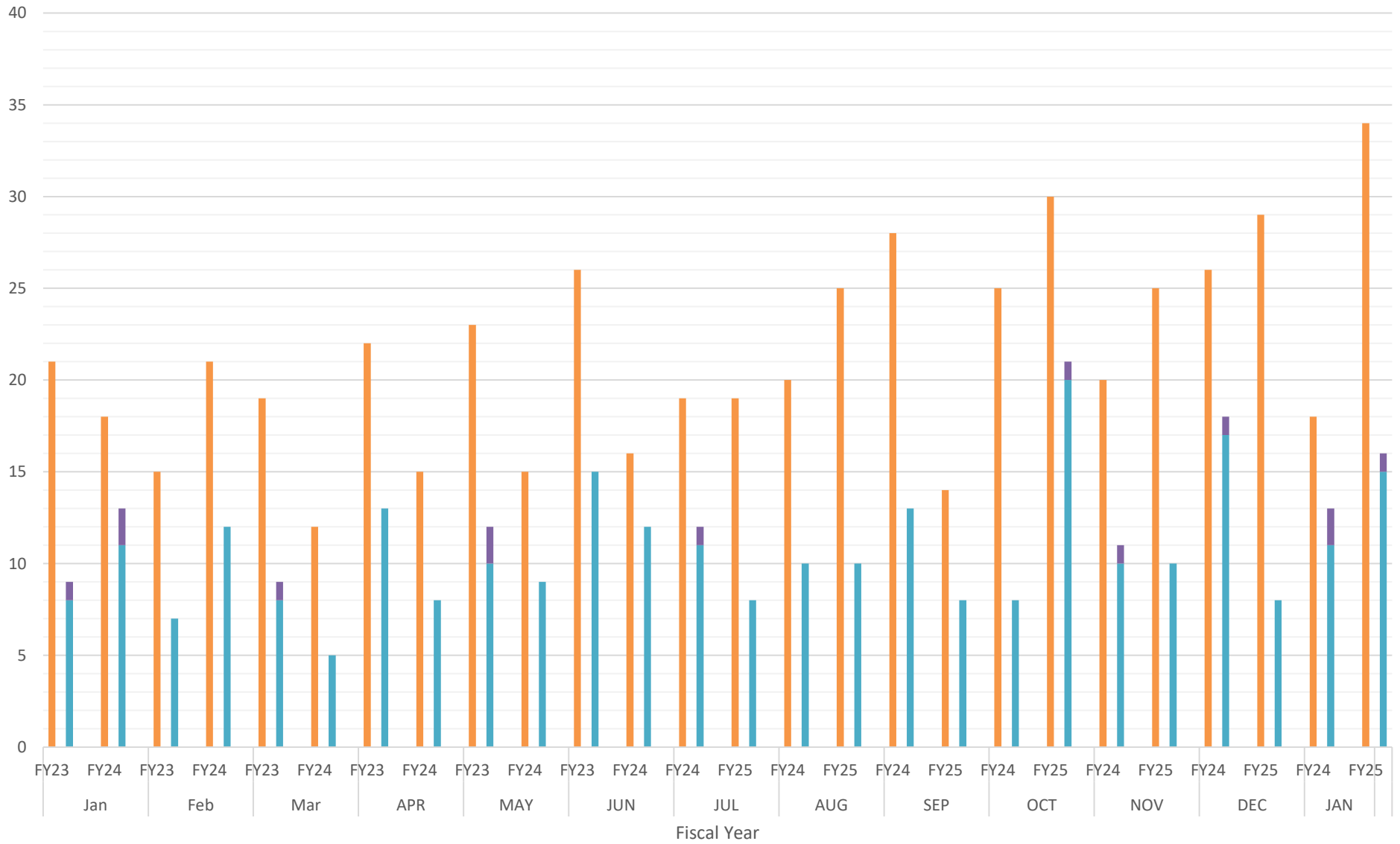


Combined Referral Sources



Sweetwater County Title 25 Emergency Detentions, Involuntary Hospitalizations and Emergency Assessments

■ Emergency Assessment
 ■ Emergency Detentions
 ■ Involuntary Hospitalizations





Enriching lives through wellness, recovery, and hope

February 17, 2025

SCS provides mental health and substance disorder services in Sweetwater County. The following positions offer direct services: Full-Licensed Clinicians, Provisional Clinicians, Certified Social Workers, Certified Addictions Practitioners, Case Managers, Peer Specialists, and Treatment Support Staff. SCS has a medical office that employs a Nurse Practitioner, Medical Assistant, and Medical Services Clerk. Prevention Specialists provide prevention services throughout the community. Ancillary services are also offered at SCS, which include Clerical, HR, Accounts Receivable/Payable, Purchasing, Data Clerk, Maintenance/Groundskeeper, and Information Technology/PC Network. Administration oversight is provided by Managers and Supervisors in all service areas, along with the CEO. Currently, SCS has 130 FTEs.

Current Openings at SCS:

Treatment Support Staff - Recovery	6
Treatment Support Staff –Psychosoc.	1.5
Office Support Staff	1
Medical Clerk	1
HR Clerk	.5
Clinician	2
APRN – Psychiatric	1

February SCS Staffing Report

Position	Range #	FTE's Filled	Vacant FTE's
Chief Executive Officer	85	1	0
Advanced Nurse Practitioner - General	81	1	0
Advanced Nurse Practitioner - Psychiatric	81	0	1
Recovery Services Manager	76	1	0
Manager of Psychosocial Services	72	1	0
Manager of Mental Health Services	72	1	0
Manager of Children and Family Services	70	1	0
Chief Financial Officer	69	1	0
Network Administrator	67	1	0
Clinical Supervisor	66	1	0
Facility Maintenance Supervisor	64	0.5	0
Clinician - Fully Licensed	64	7.5	1
Provisional Clinician	56	7	1
Human Resources Manager	55	1	0
Office Manager	52	1	0
MyAvatar Specialist	50	1	0
PC Support Specialist	50	1	0
Certified Social Worker	49	3	0
Program Operations Supervisor	46	2	0
Case Manager Supervisor	46	1	0
A/R Supervisor	45	1	0
Residential Coordinator	41	1	0
Payroll Clerk	40	1	0
Case Manager	39	11	0
Prevention Specialist	39	2	0
Medical Assistant	37	1	0
Human Resources Clerk	36	1.5	0.5
A/P Clerk	36	1	0
A/R Clerk	36	3	0
Purchasing Clerk	36	1	0
Medical Services Clerk	36	0	1
Maintenance Level 2	36	1	0
Case Manager - Nondegreed	35	2	0
Peer Specialist	34	5	0
Treatment Support - Recovery	32	27.5	6
Treatment Support - Psychosocial	32	22.5	1.5
Office Support Staff	32	9	1
Daycare	32	1	0
Seasonal - Lawn Care	29	0.5	0
Janitor	29	3	0
Cook	24	1	0

Previous Business

MEMORANDUM OF UNDERSTANDING
Sweetwater County School District Number One and Southwest Counseling
March 2025- Sept 30, 2026

Parties: This agreement is made between Sweetwater County School District Number One (hereafter "SCHOOL DISTRICT"), P.O. Box 1089, Rock Springs, WY, 82902 and the Sweetwater County Community Mental Health Board, doing business as Southwest Counseling, 1124 College Hill Dr, Rock Springs, WY 82901 (hereafter, "CONTRACTOR").

Purpose: This agreement is for the purpose of providing mental health resources and services for the use and benefit of the students of Sweetwater County School District Number One.

Term: This agreement shall be in effect for a term beginning March 1, 2025, and ending September, 30 2026, as Funding allows. Both parties can agree to extend this contract at any time.

Payment: The SCHOOL DISTRICT shall pay the CONTRACTOR for monthly billed services for uninsured students, not to exceed the Medicaid reimbursable rate, for the term of this agreement. CONTRACTOR may also bill for indirect services on uninsured students, related to tracking, scheduling, etc, at 10% the rate of the billable service. CONTRACTOR shall only bill insurance for students with private insurance or Medicaid. CONTRACTOR can charge grants for private insurance co-pays and deductibles, not exceeding the Medicaid reimbursable rate.

Termination: CONTRACTOR may terminate this agreement thirty (30) days after providing SCHOOL DISTRICT written intent to terminate. SCHOOL DISTRICT may terminate this agreement at any time for any breach thereof by CONTRACTOR or due to a lack of sufficient funds in the treasury. Termination by either party ceases further obligation on the part of SCHOOL DISTRICT to make payments to CONTRACTOR for services not yet rendered. SCHOOL DISTRICT will make final payments to CONTRACTOR on all services rendered prior to termination.

Responsibilities of Contractor: CONTRACTOR shall:

1. Provide timely mental health services to students who are referred through the AWARE grant.
2. Data collection per SAHMSA Grants and McRel International
3. Maintain Licensure and Insurance as applicable.

Miscellaneous Provisions:

1. By entering into this agreement, neither SCHOOL DISTRICT nor CONTRACTOR waive their sovereign immunity or any other defense provided by law.
2. This agreement supersedes any previous agreements or contracts.

Signatures:

Sweetwater County School District #1

Dr. Joseph Libby
Sweetwater School District #1 Superintendent

Date

Southwest Counseling Service

Kaylee Logan Southwest Counseling
Services

Date

Update on CCBHC Services & Financial Report



Enriching lives through wellness, recovery, and hope

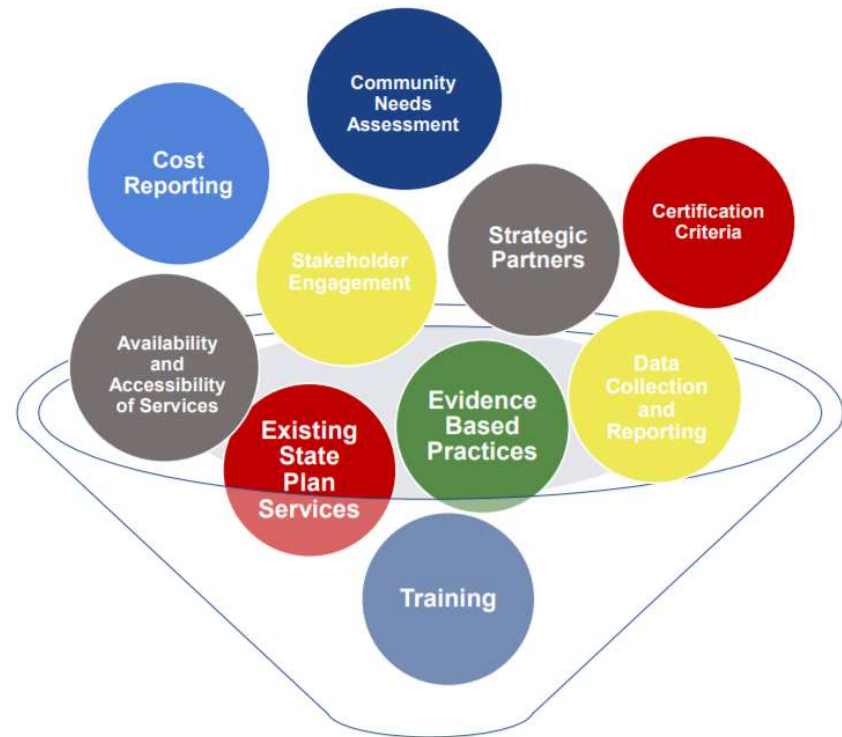
CCBHC Progress

Annual renewing grant up to 4 years starting October 2022

Currently in Year 3 (October 2024-September 2025)

Application for Year 4 submitted January 2025

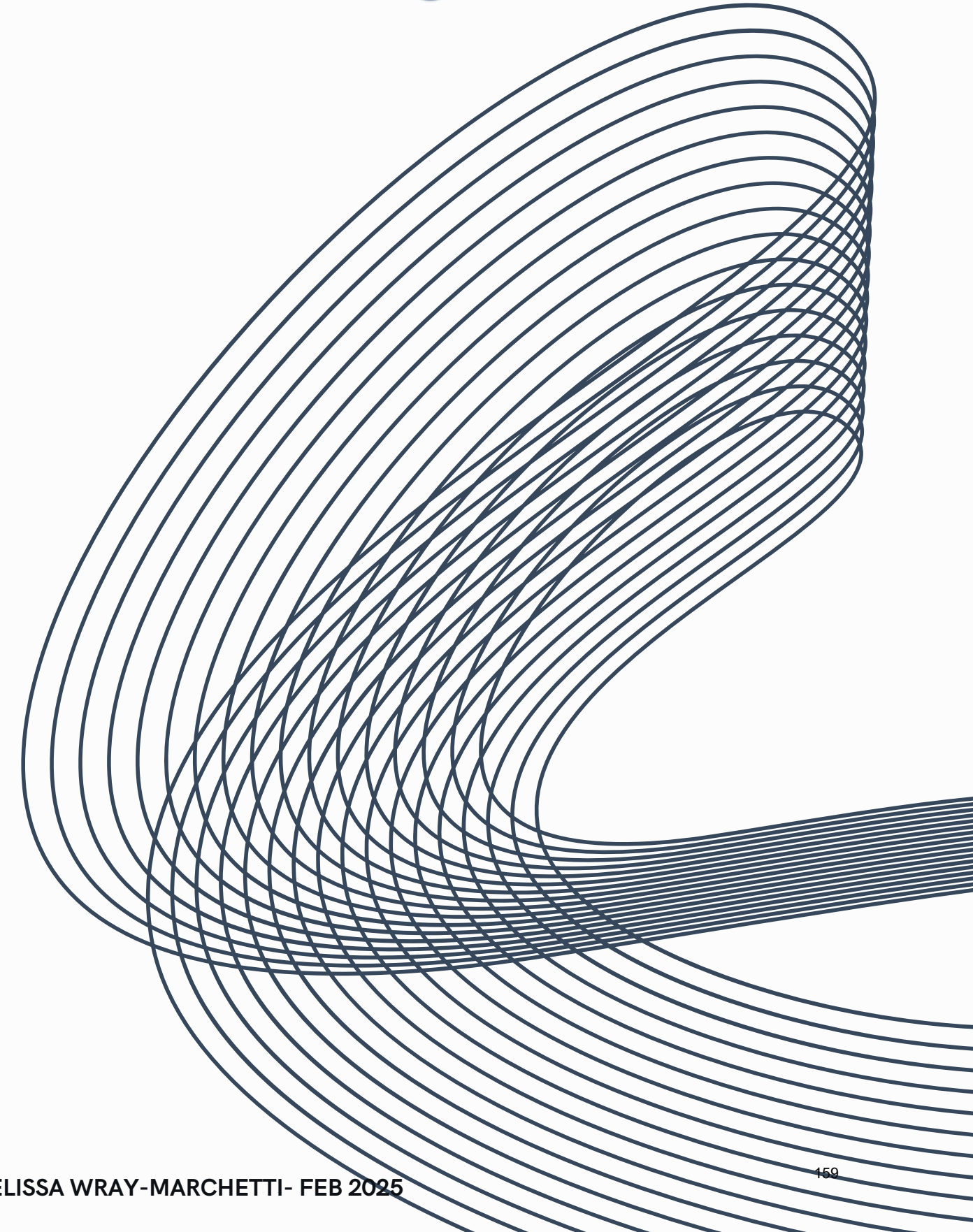
Progress—January 2025 CCBHC Certification Awarded





FINANCIAL OVERVIEW SUMMARY CCBHC-PDI

Overview of Financial Activities



ABOUT CCBHC

SCS was awarded by the Substance Abuse and Mental health Services Administration known as SAMHSA, the Certified Community Behavioral Health Clinic (CCBHC) grant award 1H79SM086583-01 September 30, 2022. The purpose of the grant is to further eligible project objectives as outlined in the application. The total grant award is for a four-year period. Funding is set at \$1,000,000 per year, contingent upon proper administration and adherence to reporting requirements at minimum annually for continued funding.

SCS has completed years one and two, and currently in the third year of the grant award, effective as of September 30, 2024.

The budget for year one awarded is as follows:

Award Calculation (U.S. Dollars)

Personnel (non-research) -\$563,079

Fringe Benefits -\$165,920

Equipment -\$18,000

Travel -\$1,001

Supplies - \$8,000

Other - \$164,000

Direct Cost Total - \$920,000

Indirect Cost Total - \$80,000

Approved Budget - \$1,000,000

Federal Share -\$1,000,000

CFDA #93.696

YEAR ONE OVERVIEW

Actual Expenditures Year One

Personnel (non-research) -\$314,083

Fringe Benefits -\$178,672

Equipment -\$26,525

Travel -\$0

Contractual - \$38,405

Supplies - \$1,044

Other - \$101,986

Direct Cost Total - \$660,715

Indirect Cost Total - \$62,679

Total Expenditures - \$723,394

Carryover from year one -\$276,606

YEAR ONE DETAILS

Actual Expenditures Year One

Personnel (non-research) - \$314,083 - Funding provided for 7.10 Full Time Equivalents (FTEs)

Fringe Benefits - \$178,672 - Taxes, Health benefits, Wyoming Retirement, and Life Ins. for 7.10 FTEs.

Equipment - \$26,525 - Purchase of six (6) computers and hardware and Zoom Polycom Unit to expand how services are delivered.

Travel - \$0 - Travel was not charged to the grant as a budget amendment removed this to increase Contractual services.

Contractual - \$38,405 - Purchase of the myAvatar modules of Key Performance Indicators and Care Connect outcomes to meet the intent of the grant of performance indicators reporting. Payment for contracted services for the required Project Evaluator position.

Supplies - \$1,044 - Purchase of books on Evidence Based Practices.

Other - \$101,986 - Funds provided for the Community Needs Assessment, Accelerated Resolution Therapy (ART) for Clinical staff, therapeutic Trauma Informed Care services by contracted provider, and National Outcomes Measures (NOMS) incentive gift cards for \$25 per client.

Direct Cost Total - \$660,715

Indirect Cost Total - \$62,680

Total Expenditures - \$660,715

Carryover from year one - \$276,606

The budget for year two awarded is as follows:

Award Calculation (U.S. Dollars)

Personnel(non-research) -\$549,962

Fringe Benefits - \$301,656

Travel - \$6,939

Supplies - \$34,600

Contractual - \$178,316

Other - \$125,133

Direct Cost -\$1,196,606

Indirect Cost -\$80,000

Approved Budget -\$1,276,606

Federal Share -\$1,276,606

Less Unobligated Balance -\$276,606

Approved Budget - \$1,276,606

CFDA #93.696

YEAR TWO OVERVIEW

Actual Expenditures Year Two

Personnel (non-research) -\$444,805

Fringe Benefits -\$280,239

Equipment -\$0

Travel -\$0

Supplies - \$352

Contractual - \$196,778

Supplies - \$352

Other - \$27,452

Direct Cost Total - \$949,625

Indirect Cost Total - \$94,963

Total Expenditures - \$1,044,588

Carryover from year two -\$232,018

YEAR TWO DETAILS

Actual Expenditures Year Two

Personnel (non-research) - \$444,805 - Funding provided for 8.25 Full Time Equivalents (FTEs).

Fringe Benefits - \$280,239 - Taxes, Health benefits, Wyoming Retirement, and Life Ins. for 8.25 FTEs.

Equipment - \$0 - No equipment was purchased in year two.

Travel - \$0 - Travel was not charged to the grant.

Contractual - \$196,788 - Provided for outpatient additional Psychiatric services. Payment for contracted services for the required Project Evaluator position, and for therapeutic Trauma Informed Care services by contracted provider.

Supplies - \$352 - Purchase of books on Evidence Based Practices.

Other - \$27,452 - Funded required onsite CCBHC meeting for Melissa, Laura and Andrew in Seattle, Evidence Based Trainings (EBPs) to staff, National Council Youth Symposium meeting attended by Laura, and National Outcomes Measures (NOMS) incentive gift cards for \$25 per client.

Direct Cost Total - \$949,625

Indirect Cost Total - \$94,963

Total Expenditures - \$1,044,588

Carryover from year one - \$232,018

The budget for year three awarded is as follows:

Award Calculation (U.S. Dollars)

Personnel(non-research) - \$494,875

Fringe Benefits - \$273,449

Supplies - \$4,800

Contractual - \$93,600

Other - \$53,276

Direct Cost - \$920,000

Indirect Cost -\$80,000

*Approved Budget -\$1,000,000

Federal Share -\$1,000,000

*as of the time of the report, the Notice of Award does not yet include carryover from year two.

CFDA #93.696

YEAR THREE OVERVIEW

Anticipated Expenditures in Year Three

Personnel (non-research) -Funds 7.1 FTEs.

Fringe Benefits - Taxes, Health benefits, Wyoming Retirement, and Life Ins. for 7.10 FTEs.

Contractual - Funding for the contracted Project Evaluator, and the contracted Clinical provider for outpatient services to veterans and PTSD populations.

Supplies - Two computers and training materials.

Other - MyAvatar KPI dashboard and Care Pathways software module renewals, NOMs incentive gift cards, EBP trainings and EBP materials.

Direct Cost Total - \$920,000

Indirect Cost Total - \$80,000

Total Award - \$1,000,000

CEO Report

CEO REPORT

FEBRUARY 2025

The future of behavioral health will be meeting challenging times with decreased financial resources, poor reimbursements rates and uncertainty of what will happen at the state and federal level. At the state level, WAMHSAC Directors were informed that the centers will be trued up for a second year. This is positive news. What happens with property taxes will determine funding from Sweetwater County. The National Council for Mental Wellbeing have highlighted several key trends for behavioral health in 2025:

1. Increased integration of behavioral health and physical health
2. Enhanced focus on Mental Health Parity
3. Advancement in Digital Health and AI
4. Increased emphasis on preventative mental health care
5. Focus on Vulnerable populations
6. Youth Mental Health

All of these trends are important. Behavioral Health Reform does focus on vulnerable populations to ensure services and the importance of behavioral health and physical health is critical for overall health. Recognizing the link between physical and mental health allows for early interventions and improved outcomes. With integrative care, the hope is for better outcomes in one's physical and mental health. SCS Prevention Coalition is positive for the community and the outreach in the community. SCS does have more work to do with youth mental health. As BHR continues, I think there will be more direct referrals from the Department of Family Services.

BHR: There continues to be challenges with eligibility and not having billing codes working properly. Outcomes continue to be relatively low from the other departments such as Department of Corrections, Family Services, State Hospital and of course the rates for reimbursement are low. The intent is to ask for a multiplier for acute clients/situations that would enhance the payment for the service. Multipliers can be adjusted to reflect changes in healthcare cost and to ensure payments are adequate. Multipliers for services would help maintain the financial viability of behavioral health centers in Wyoming. Multipliers can vary depending on the complexity and duration of services. Residential rates will definitely need to increase.

APRA Projects: Duran, Washakie, Ankeny and Jonah facilities are proceeding with the remodeling.

College Hill Facility: Roof top units are approximately 20 years old and will need to be replaced. Meeting with Carrier and Gene Legerski. It is my understanding that this project will be bid out.

Legislative Update: I have enclosed a document from Ms. Andi Summerville for your information. The legislative session for behavioral health has been relatively quiet in regards to behavioral health and may be due to Behavioral Health Redesign being in statue. There have been other legislative issues and Ms. Andi Summerville has been a constant in Cheyenne.

February 4, 2025
Legislative General Session

Budget Update

There has been an effort to eliminate the behavioral health rate increase as recommended by the Governor from the appropriations committee. We anticipate mirror amendments (one on each side) to be filed to restore the funding. This funding will have minor impact as the rate study would be implemented which both raises some reimbursement and lowers others. Reminder- this DOES NOT affect BHR directly. If this is restored to the budget and the rate study is implemented it will change the rates (good and bad) for BHR because it affects the Medicaid rate schedule, but it WILL NOT add any additional revenue to BHR. Any additional revenue would be for Medicaid only clients.

2nd Reading Budget amendments

House amendments

#30- Rep. Wylie -\$20Million deposit into the 988 trust fund account

Senate amendments

#10- Sen. Driskill -Restore \$833,153.00 general fund to Healthcare financing to behavioral health rate rebasing

(We anticipate mirror amendments for both of these)

2025 Legislative Tracking

HB0019	Social media-parental consent for minors required.	Harshman	Died- Did not Consider for Intro	Monitor
HB0048	Department of family services-confidentiality amendments.	Judiciary	H01 - Judiciary:Do Pass Failed 4-5-0-0-0	Support
HB0049	Treatment courts-amendments.	Judiciary	H01 - Judiciary:Do Pass Failed 4-5-0-0-0	Support
HB0082	Provider enrollment-standards.	Labor	S Received for Introduction	Support
HB0115	Medical Ethics Defense Act.	Ottman	Died-Did not Consider for Intro	Monitor
HB0222	Medical Ethics Defense Act-2.	Ottman	H Placed on General File	Monitor
HB0141	Health mandates-CDC and WHO jurisdiction in Wyoming.	Lucas	H Died Did not Consider for Intro	Monitor
HB0164	Medical prescriptions-off-label purposes.	Brown, G	S- Received for Intro	Monitor
HB0172	Repeal gun free zones and preemption amendments.	Haroldson	S Received for Introduction	Monitor
HB0180	K-12 mental health program-3.	Larsen, L	Died in Education commitee	Monitor Opposed
HB0241	Telehealth Freedom Act.	Smith, S	H Died Did not Consider for Intro	Monitor Monitor
SF0030	Wyoming's investment in veteran's mental health.	Transportation	H Recv for Intro	Monitor
SF0036	Music therapy-use of title.	Labor	H Received for Introduction	Monitor
SF0130	Emergency assistance immunity-mental health services.	Rothfuss	H Received for Introduction	Monitor

<u>SF0157</u>	Department of family services- confidentiality amendments-2.	Olsen	S Passed Committee 5-0	Support
<u>SF0160</u>	Treatment courts-amendments-2.	Olsen	S Passed Committee 5-0	Monitor
<u>SF0175</u>	Unemployment insurance coverage- period and reporting.	Kolb	S Intro and Referred to Labor	Monitor
<u>SF0176</u>	Unemployment compensation- employer contributions.	Kolb	S Intro and Referred to Labor	