

**RIDGEVIEW INSTITUTE, INC.**  
**3995 South Cobb Drive**  
**Smyrna, Georgia 30080**  
**770-434-4567**  
[www.ridgeviewinstitute.com](http://www.ridgeviewinstitute.com)

## CAREER OPPORTUNITIES

### CLINICAL POSITIONS

#### Registered Nurse -

##### Clinical Services

**PRN- (all shifts- experience required. Must be available for weekends)**

**Adult Inpatient Services – Part-time (Must be available every other weekend)**

**Job Description:** Provide professional nursing care to the patient. Utilizing the ANA Standards and the Nursing Process in the delivery of care, the RN also directs, guides and supervises the activities of direct care nursing staff while maintaining the Standards of Professional Nursing. Requires a current licensure by the Georgia Board of Nursing as a Registered Professional Nurse. Previous hospital experience with mental health background preferred.

#### Case Manager

##### Youth Services – Full-time

The Case Manager is responsible for the coordination of care for patients with co-occurring disorders and serves as primary contact for patient, family and referral sources. The Case Manager must have a fundamental understanding of substance use disorders and recognition of individual age-specific needs as a baseline for patient assessment. Case management includes conducting groups and family therapy, implementing interventions, discharge planning and documentation during the course of treatment. A Master's Degree and a minimum two years experience are required.

## Case Manager

**Day Hospital - Full-time (must have flexibility as the position may require working evenings one or two times a week)**

**Job Description:** The Case Manager will be responsible for the coordination of care for assigned cases and serves as primary contact for patients, family and referral sources. The Case Manager must have a fundamental understanding of substance use disorders and recognition of individual age-specific needs as a baseline for patient assessment. Case management includes conducting groups and family therapy, implementing interventions, discharge planning and documentation during the course of treatment. A Master's Degree and experience in both Adult Psych and Adult Addiction programs are required.

## Clinical Assistant -

### **Clinical Services**

**PRN- male and female positions (must be available to work weekends)**

**Adult Inpatient Services – Part-time (Must be available every other weekend)**

**Older Adult Services - PT 48 Night Shift (must be available every other weekend)**

**Youth Services – PT 64 (11 pm – 7 am, includes every other weekend)  
Full-time evenings and alternating weekends  
PT 32 – Days, evenings and alternating weekends**

**Job Description:** Performs various duties in assisting the Staff Nurse in the treatment and care of the patient in accordance with established methods and procedures of the hospital. Facilitates the maintenance of the therapeutic milieu. Bachelor's Degree in Psychology preferred and 1 yr experience in field.

## Clinician

### **Access Center**

**Full-time - Evenings and Weekends  
PRN – Evenings and Weekends**

**Job Description:** Provides information and services to callers and potential patients regarding appropriate psychiatric and addiction treatment options. Services include program information by telephone, mailed literature and face-to-face evaluation. Facilitates admission to hospital programs through an evaluation. Provides referrals to outpatient treatment or alternative treatment options. Requires a Master's degree in Social Work, Psychology or related field, assessment/intake experience preferred.

## UM Coordinator

### PRN - Day Shift, Monday through Friday

**Job Description:** Responsible for coordinating certification for appropriate levels of care for the patient during the continuum of hospitalization. Performs clinical reviews with managed care organizations/insurance companies to assure appropriate utilization of patient's benefits. Communicates with treatment team, physicians and financial counselors regarding patient's authorizations, denials, and benefits. Applies a fundamental understanding and recognition of individual age appropriate needs as a baseline for assessment of utilization of services. Preferred experience with managed care organizations/insurance companies in a behavioral healthcare setting. A Master's degree in Social Work or Counseling is preferred.

## Clinical Trainer for Information Systems

### Information Systems - Full-time

**Job Description:** Provides leadership and direction in the planning and administration of information technology projects that impact clinical departments. In collaboration with IS, clinical, and other management, the Educator will plan, design, develop, implement and evaluate appropriate user training, actively participate in the change management process and work with others to identify opportunities for work process improvement. Responsible as Enterprise Administrator for Ridgeview's computer-based learning system. Self-directed and detailed-oriented with excellent organizational, analytical, writing, interpersonal and project management skills are required. Minimum requirements include an RN or Bachelor's Degree in a healthcare field, 5 years clinical experience and recent IS/IT experience (within the last five years). Preferred qualifications include experience in a Behavioral Healthcare setting and familiarity with Electronic Medical Records systems.

## **NON-CLINICAL POSITIONS**

### **Help Desk Representative**

#### **Information Systems – Full-time**

**Job Description:** The Help Desk Representative will provide timely and qualitative support to computer users of Ridgeview Institute's Network to ensure stable and reliable operation of their systems. This includes providing hands-on and remote support, configuration, installation and maintenance of networked workstation equipment and peripherals, investigating and resolving software and hardware problems of computer users and providing other associated IS services. Minimum preferred qualifications include Associates Degree or Technical Certificate and two years experience.

### **Admissions Representative**

#### **PRN – Weekends**

**Job Description:** The Admissions Representative is responsible for admission data input, financial counseling and registration of patients, insurance verification and demographic pre-certifications. Requirements include high school diploma or equivalent with two years experience in a medical collection setting.

**In addition to the above positions, internships may be available in a variety of areas. Send a resume with a cover letter indicating the type of internship, and when you wish to start.**

**Internal candidates they must have completed the (90 day) orientation period and informed their department head and/or supervisor in advance of applying for a position. An employee may not transfer without the exiting department having a reasonable time to replace the employee's position.**

**For additional information call (770) 434-4567 or (770) 434-4568 x 2304. You may fax your resume to (770) 431-7092 or e-mail your resume to Human Resources: [jhonea@ridgeviewinstitute.com](mailto:jhonea@ridgeviewinstitute.com) or [bsonderman@ridgeviewinstitute.com](mailto:bsonderman@ridgeviewinstitute.com)**

**Ridgeview Institute is an equal opportunity employer.**

**Ridgeview Institute is a Drug Free Workplace**

**Job List Updated: 09/08/2010**