

RIDGEVIEW INSTITUTE, INC.
3995 South Cobb Drive
Smyrna, Georgia 30080
770-434-4567
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)
(must have 1 year working experience in
Addiction Field)**

**Women’s Services – Full-time nights (11:15 pm to 7:45 am - 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

Adult Inpatient Services - PRN

Job Description: 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 two years experience are required, and addiction experience is preferred.

Clinical Assistant

Clinical Services

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

Youth Services – Full-time evenings and alternating weekends

PT 32 – Days, evenings and alternating weekends

PT 64 (11 pm – 7 am, includes every other weekend)

Full-time (female – must be available every other weekend)

Full-time Female (3 pm – 11 pm, includes every other weekend)

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

PT 32 – Male – Day Shift (must be available every other weekend)

PT 64 – Night Shift – Female (must be available every other weekend)

Women's Services – PT 32 (evening)

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.

NON-CLINICAL POSITIONS

Security Officer

24 hour/Weekend – Saturday, Sunday (6 pm to 6 am)

24 hour/week – Wednesday, Thursday, Friday (10 pm to 6 am)

Job Description: The Security Officer will provide building patrol, escort services for patients, visitors and staff, investigation of thefts, disturbances, suspicious activity and facility access, including locking, unlocking and restricting traffic at various times. Three to five years experience in the field of law enforcement or equivalent combination of education and experience is required.

PBX Operator

PRN – Days, Evenings and Weekends

Job Description: The PBX Operator operates multiple calls, channels all incoming calls to appropriate person or location, provides routine information to callers, greets, assists and directs all visitors, patients, vendors and job applications. Excellent customer service and proficiency in basic phone skills are required. A High School diploma or equivalent is required. Complete orientation and on-the-job training is provided.

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.

Environmental Services Housekeeper

PRN

Job Description: The Housekeeper is responsible for vacuuming floors, dusting furniture and floors, wet mopping rooms, hallways and public areas, gathering and disposal of trash and waste materials, cleaning and disinfecting fixtures, floors, mirrors, windows, doors and walls of bathroom. Requirements include high school diploma or equivalent, or a minimum of 5 years experience in a related field will be considered in lieu of education.

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 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 x2304. You may fax your resume to (770) 431-7092 or e-mail your resume to Human Resources: jhonea@ridgeviewinstitute.com or bsonderman@ridgeviewinstitute.com

Ridgeview Institute is an equal opportunity employer.

Ridgeview Institute is a Drug Free Workplace

Job List Updated: 12/30/2010