



## JOB POSTINGS

### **POSITION: Accounting Clerk – Full Time**

#### **POSITION SUMMARY:**

The position as the Accounting Clerk will perform a variety of duties such as keeping accounting records updated, recording accounts payable and accounts receivable transactions using accounting software programs, generating reports, preparing invoices, tracking receipts and expenditures, and performing clerical functions.

#### **REQUIREMENTS:**

Degree in Accounting/Finance discipline preferred or High School Diploma with three years equivalent experience in the accounting/finance field. Understand accounting fundamentals such as debits, credits, accounts receivable, accounts payable, and budgets. Knowledge of Non-Profit accounting is preferred. Must have prior work experience using QuickBooks. Ability to use software applications such as Microsoft Office and Intermediate /Advance Excel is required. Must possess a high level of interpersonal skills to handle sensitive and confidential situations and documentation. Send Resumes to: [tharp-williams@cndcolumbus.org](mailto:tharp-williams@cndcolumbus.org)

### **POSITION: APPS Intervention Specialist – Full Time**

#### **POSITION SUMMARY:**

Intervention Specialist will work in our Applications, for Purpose, Pride and Success (APPS) department as a liaison between youth, parents and teachers providing high-risk youth with strategies for violence intervention and crisis response actions that include responding to specific gang-related confrontation, mediating and diffusing hostile tensions, and promoting conflict resolution and peace by building activities in the community and surrounding neighborhoods. These individuals will work with primarily youth and young adults ages 14-23.

#### **REQUIREMENTS:**

A Bachelor's degree in the social/behavioral sciences or related field is preferred, or a high school diploma or equivalent with three years of professional experience in the social service field. Bilingual English/Spanish a plus. Must possess a basic understanding of violence intervention and gang awareness and its related problems. Any combination of training, education, and experience equivalent to considerable (3 - 5 years) full-time employment in progressively responsible counseling or social services, particularly involving youth and gang remediation activity. Send Resumes to: [tharp-williams@cndcolumbus.org](mailto:tharp-williams@cndcolumbus.org)

### **POSITION: COVID Resource Specialist – Full Time**

#### **POSITION SUMMARY:**

This COVID Resource Specialist position will provide outreach, engagement, education, and referral services to individuals impacted by COVID19. The COVID Resource Specialist is a person with expanded knowledge of available community resources to assist those experiencing crisis because of COVID19. This person will work in the community and with community-based organizations to identify and support the individuals in crisis resulting from COVID19. This position will afford the opportunity to empower individuals who are experiencing stress and anxiety to become educated regarding COVID19 and to become aware of and linked with community resources.

**REQUIREMENTS: Education:** High School Diploma or GED. Minimum of Two (2) years sobriety in mental health, substance abuse disorders or homelessness.

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### **POSITION: RN – Full Time**

#### **POSITION SUMMARY:**

This Nurse position will provide skilled nursing services to both opioid dependent patients as well as those individuals that are suffering from Serious Persistent Mental Illnesses (SPMI). Understand the needs of the patient and assist with overcoming stigmas associated with addictions and mental health disorders alongside of the patient's family. Provide treatment to patients and ensure medications are correctly administered. Collaborates with team members within the organization, outside referral sites, and with providers/staff from other mental healthcare settings throughout the County and State.

Understand patient care goals as voiced by the patient, making the patient a major part of his/her treatment and recovery. Provide advocacy as needed to ensure patient knows and understands his/her rights. Performs ongoing assessment, intakes, evaluations, triage, teaching, inductions, stabilizations, and monitoring of patients in MAT treatment program.

**REQUIREMENTS: Education:** Education/Training: Bachelor's degree preferred, RN with 3-7 years' experience. Current Ohio RN license. Experience in substance abuse field with community health experience preferred. Ability to delegate tasks to other team members. Experience in SPMI and community mental health experience preferred. Send Resumes to: [tharp-williams@cndcolumbus.org](mailto:tharp-williams@cndcolumbus.org)

**All positions require a valid Ohio driver's license and automobile insurance. Must pass a criminal background check and a pre-employment drug screening.**

**CND is an Equal Opportunity Employer**