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### CUCS JOBS JOURNAL

The CUCS Jobs Journal is a bi-weekly listing of job openings available to residents of supportive housing and consumers of OMH or DOHMH funded services. The Jobs Journal is supported by the NYC Department of Health and Mental Hygiene (DOHMH).

**Job postings submitted to CUCS Jobs Journal will be valid for up to three (3) months.** If jobs are not resubmitted at that time they will be removed from the Jobs Journal.

If you have questions about this publication or would like to list a job, please call the CUCS Jobs Journal at (212) 801-3300 or email us at [jobsjournal@cucs.org](mailto:jobsjournal@cucs.org). **Job postings must be submitted by the close of business on the Tuesday before publication.**

The next issue of the Jobs Journal will be published  
**Monday, August 6, 2018.**

**There is no cost to post jobs in the CUCS Jobs Journal.**

The CUCS Jobs Journal is available on the Internet at the CUCS web site. It can be found at <https://www.cucs.org/housing/housing-resource-center/>.

## Reentry Coordination Liaison Position Available at Housing Resource Center

The CUCS' Housing Resource Center (HRC) is seeking a Reentry Coordination Liaison. HRC offers technical assistance, training, housing referral assistance, and mental health services information and is actively involved in developing and improving supportive housing initiatives in New York City and across the nation.

**Responsibilities:** The Reentry Coordination Liaison is responsible for coordinating the forensic housing resources from referral to housing placement including reviewing supportive housing applications, scheduling and facilitating video teleconference housing interviews, consulting with referring OMH pre-release coordinators across NYS prisons and participating in case planning meetings.

**Requirements:**

- High School Diploma with four years relevant work experience, or Bachelor's with two years work experience
- Experience with Forensic SMI population preferred
- Strong knowledge and experience with community mental health services including supportive housing, care coordination and ACT, and outpatient services
- Excellent verbal and written communication skills. Good computer literacy skills with database knowledge preferred
- English/Spanish Bilingual preferred

Interested applicants may apply on the CUCS website: [www.cucs.org](http://www.cucs.org).

The CUCS Jobs Journal is a bi-weekly listing of job openings available to supportive housing residents and consumers of OMH or DOHMH-funded services. Resumes and cover letters may be sent directly to the contact person listed. Information was not available at this time for those areas that are blank. For more information: Phone: (212) 801-3300; Fax: (212) 635-2183; e-mail: [jobsjournal@cucs.org](mailto:jobsjournal@cucs.org)

#### Agency/Site Abbreviations

Aff: Affiliated Agency   Bus: Business   EP: Employment Program  
Gov: Government   SHA: Supportive Housing Agency  
SSRO: Supportive SRO Residence   OSR: Other Supportive Residence  
SSA: Social Service Agency

The CUCS Jobs Journal is supported by the NYC Department of Health and Mental Hygiene

## The CUCS Jobs Journal

Monday, July 23, 2018

### HS Diploma/GED Required

**Agency:** Baltic Street AEH, Inc. -- SSA

**Site:** Baltic St. AEH, Inc. -- Aff.

**Position:** Housing Specialist

**Job Location:** Bronx

**Posted:** 6/25/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

#### **Contact Info**

Marianna Barbarash

Email:

[mbarbarash@balticstreet.org](mailto:mbarbarash@balticstreet.org)

#### Job Description

Essential Functions:

1. Assist residents in finding and keeping preferred housing.
2. Facilitate group meetings, workshops and training sessions which includes sharing your own recovery story/experience with consumers.
3. Establish and maintain good rapport and working relationships with residents.
4. Contribute to the formulation and implementation of individual housing support plans.
5. Aid and encourage residents to meet the established goals of their housing plans.
6. Encourage resident decision-making.
7. Report problems and behavioral changes to supervisor.
8. Provide information, referral and advocacy.
9. Work cooperatively with all internal and external entities.
10. Ensure the protection of all client civil liberties, rights and property.
11. Attend all staff meetings.
12. Document all contacts, in writing, in case files.
13. Maintain accurate, up to date case files and other reporting requirements.
14. Participate in supervisor meetings.
15. Visit apartment sites at least once per month.
16. On call responsibilities, where applicable.
17. Ensure clients are transported to needed services in a timely manner.
18. Maintain valid American Red Cross/American Heart Association CPR/First Aid certification, if applicable.
19. Maintain and protect the confidential nature of all matters related to this position.

Other Duties:

1. Participate, when appropriate, in training sessions designed to enhance growth and skill development.
2. Performs other reasonably related duties assigned by the immediate supervisor or other management staff as required.

#### Experience/Requirements

Good phone and communication skills, some experience or training in peer advocacy, basic knowledge of self-help techniques, ability to be patient and supportive, knowledge of community mental health system, ability to complete required paperwork. Basic office and computer skills are required. Certified Psychiatric Rehabilitation Practitioner (CPRP) preferred. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Good reading and writing Skills. Clean drivers license a plus. Bilingual Spanish preferred. High School Diploma or GED required. Able to travel by mass transit, bus and subway, up to 6 rides in a day. Able to climb and descend up to 6 flights of stairs. Able to walk distances of up to 8 blocks from office to mass transit, or to client apartments. These job duties must be performed at Baltic Street AEH, Inc. in a manner which is in keeping with the mission statement of Baltic Street AEH, Inc. and must also project a positive image of the employees, individuals, and agency of Baltic Street AEH, Inc. to the public, individuals, other agencies, families and other Board of Directors.

**Agency:** Baltic Street AEH, Inc. -- SSA

**Site:** Baltic St. AEH, Inc. -- Aff.

**Position:** Manhattan West Self Help

**Job Location:** Manhattan

**Posted:** 6/25/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

## Job Description

The mission of Baltic Street AEH, Inc. is to help improve the quality of life for people vulnerable to mental illness by providing a broad continuum of trauma-informed care with a focus on wellness and resiliency. We believe that all the people we serve can lead meaningful lives and successfully manage their mental health. Every individual we serve receives support to help them address their whole health needs, develop coping strategies and connect with critical resources such as housing, education and employment.

Baltic Street AEH, Inc., seeks applicants for the position of Peer Advocate for dual recovery, at the Manhattan West Self-Help Program. This program provides, self-help and empowerment tools to clients in the community, through consumer led groups. It will develop, and lead self-help groups, and train new group leaders from among its group attendees.

Hours of work: Full-time: 40 hours per week. Non-exempt; or

Part-time: 10 – 30 hours per week. Non-exempt

Source of supervision: ☐ Program Manager or Program Supervisor/Senior Peer Advocate

## Essential Functions:

### Direct Services

1. Teach and model the principles and practices of recovery and self-help
2. Provide quality psychiatric rehabilitation interventions to individuals and collaterals in a timely and responsive manner.
3. Collaborate with individuals to identify goals & objectives
4. Collaborate on services to meet those goals & objectives and discuss progress
5. Develop and individualized recovery plan (IPR) with the individual. Review and update as appropriate.
6. Ensure and protect all consumer civil liberties and rights.
7. Provide direct services to an ongoing client caseload.
8. Attend staff meetings and present cases as necessary.
9. Position requires both working both on site and off site.
10. Maintain and protect the confidential nature of all matters related to this position.
11. Provide linkages, referrals, and case coordination with other services including mental health, education, medical, social and financial services.
12. Teach individuals how to become better self-advocates through information sharing, explanation and modeling
13. Based upon individual needs and preferences, provide "hands-on" assistance with referral, intake, and eligibility processes.
14. Advocate for needed services and assist individuals to negotiate bureaucracies and service systems.
15. Provide entitlement counseling and assist consumers to obtain entitlements. Accompany individuals to entitlement offices as indicated.
16. Actively participate in ongoing training as needed to meet all certification standards and credentialing policies.
17. Provide timely documentation to supervisor and HR of qualifications necessary to provide services
18. Collect QA data and participate in the development of continuous quality improvement strategies based on relevant information and accrediting standards.
19. Facilitate group meetings, workshops and training sessions which includes sharing your own recovery story/experience with consumers.
20. Answer a help-line in a busy office.
21. Work collaboratively with other organizations and maintain positive interagency relationships.
22. Conduct outreach activities to prospective consumers.
23. As requested, run groups, classes and information sessions for consumers and other stakeholders.

### Documentation

24. Document information in each record in a clear & timely manner in accordance with state and agency regulations and policies
25. Enter information into consumer data -base in a timely and accurate manner.
26. Maintain administrative, program, and client records in a timely, complete, and organized manner, consistent with all applicable policies, rules, regulations, and procedures.
27. Submit accurate and timely reports as requested by the agency management

### Other Duties

28. Participate in training sessions designed to enhance growth and skill development.
29. Perform other duties as assigned.

## Experience/Requirements

Good phone and communication skills, some experience or training in peer advocacy, basic knowledge of self-help techniques, ability to be patient and supportive, knowledge of community mental health system, ability to complete required paperwork. Basic office and computer skills are required. Certified Psychiatric Rehabilitation Practitioner (CPRP) preferred. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Good reading and writing Skills. Clean drivers license a plus. Bilingual Spanish preferred. High School Diploma or GED required. These job duties must be performed at Baltic Street AEH, Inc. in a manner which is in keeping with the mission statement of Baltic Street AEH, Inc. and must also project a positive image of the employees, individuals, and agency of Baltic Street AEH, Inc. to the public, individuals, other agencies, families and other Board of Directors

**Agency:** Baltic Street AEH, Inc. -- SSA**Site:** Baltic St. AEH, Inc. -- Aff.**Position:** Peer Advocate**Job Location:** Brooklyn**Posted:** 6/25/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

**Job Description**

The mission of Baltic Street AEH, Inc. is to help improve the quality of life for people vulnerable to mental illness by providing a broad continuum of trauma-informed care with a focus on wellness and resiliency. We believe that all the people we serve can lead meaningful lives and successfully manage their mental health. Every individual we serve receives support to help them address their whole health needs, develop coping strategies and connect with critical resources such as housing, education and employment.

Baltic Street AEH, Inc., seeks applicants for the position of Peer Advocate. The person will perform advocacy services for and with consumers of mental health services in a program that provides a wide network of Peer Advocacy services.

**Experience/Requirements**

Hours of work: Full-time: 40 hours per week. Non-exempt; or

Part-time: 10 – 30 hours per week. Non-exempt

Source of supervision: Program Manager or Program Supervisor/Senior Peer Advocate

**Essential Functions:****Direct Services**

1. Teach and model the principles and practices of recovery and self-help
2. Provide quality psychiatric rehabilitation interventions to individuals and collaterals in a timely and responsive manner.
3. Collaborate with individuals to identify goals & objectives
4. Collaborate on services to meet those goals & objectives and discuss progress
5. Develop and individualized recovery plan (IPR) with the individual. Review and update as appropriate.
6. Ensure and protect all consumer civil liberties and rights.
7. Provide direct services to an ongoing client caseload.
8. Attend staff meetings and present cases as necessary.
9. Position requires both working both on site and off site.
10. Maintain and protect the confidential nature of all matters related to this position.
11. Provide linkages, referrals, and case coordination with other services including mental health, education, medical, social and financial services.
12. Teach individuals how to become better self-advocates through information sharing, explanation and modeling
13. Based upon individual needs and preferences, provide "hands-on" assistance with referral, intake, and eligibility processes.
14. Advocate for needed services and assist individuals to negotiate bureaucracies and service systems.
15. Provide entitlement counseling and assist consumers to obtain entitlements. Accompany individuals to entitlement offices as indicated.
16. Actively participate in ongoing training as needed to meet all certification standards and credentialing policies.
17. Provide timely documentation to supervisor and HR of qualifications necessary to provide services
18. Collect QA data and participate in the development of continuous quality improvement strategies based on relevant information and accrediting standards.
19. Facilitate group meetings, workshops and training sessions which includes sharing your own recovery story/experience with consumers.
20. Answer a help-line in a busy office.
21. Work collaboratively with other organizations and maintain positive interagency relationships.
22. Conduct outreach activities to prospective consumers.
23. As requested, run groups, classes and information sessions for consumers and other stakeholders.

**Documentation**

24. Document information in each record in a clear & timely manner in accordance with state and agency regulations and policies
25. Enter information into consumer data -base in a timely and accurate manner.
26. Maintain administrative, program, and client records in a timely, complete, and organized manner, consistent with all applicable policies, rules, regulations, and procedures.
27. Submit accurate and timely reports as requested by the agency management

**Other Duties**

28. Participate in training sessions designed to enhance growth and skill development.
29. Perform other duties as assigned.

**Agency:** Baltic Street AEH, Inc. -- SSA

**Site:** Baltic St. AEH, Inc. -- Aff.

**Position:** Peer Advocate

**Job Location:** Brooklyn

**Posted:** 6/25/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

## Job Description

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Baltic Street AEH, Inc., seeks applicants for the position of Peer Advocate. The person will perform advocacy services for and with consumers of mental health services in a program that provides a wide network of Peer Advocacy services.

Direct Services

1. Teach and model the principles and practices of recovery and self-help
2. Provide quality psychiatric rehabilitation interventions to individuals and collaterals in a timely and responsive manner.
3. Collaborate with individuals to identify goals & objectives
4. Collaborate on services to meet those goals & objectives and discuss progress
5. Develop and individualized recovery plan (IPR) with the individual. Review and update as appropriate.

## Experience/Requirements

Minimum qualifications: Good phone and communication skills, some experience or training in peer advocacy, basic knowledge of self-help techniques, ability to be patient and supportive, knowledge of community mental health system, ability to complete required paperwork. Basic office and computer skills are required. Certified Psychiatric Rehabilitation Practitioner (CPRP) preferred. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Good reading and writing Skills. Clean drivers license a plus. Bilingual Spanish preferred. High School Diploma or GED required. These job duties must be performed at Baltic Street AEH, Inc. in a manner which is in keeping with the mission statement of Baltic Street AEH, Inc. and must also project a positive image of the employees, individuals, and agency of Baltic Street AEH, Inc. to the public, individuals, other agencies, families and other Board of Directors

Hours of work: Full-time: 40 hours per week. Non-exempt; or

Part-time: 10 – 30 hours per week. Non-exempt

Source of supervision: Program Manager or Program Supervisor/Senior Peer Advocate

**Agency:** Baltic Street AEH, Inc. -- SSA

**Site:** Baltic St. AEH, Inc. -- Aff.

**Position:** Peer Advocate Bridger I

**Job Location:** Brooklyn

**Posted:** 6/25/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

## Job Description

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Baltic Street AEH Inc., seeks applicants for the position of Peer Advocate Bridger. This program provides hands on advocacy, self-help - empowerment tools and problem solving to clients moving from the hospital, to live successfully in their communities. Peer Advocate Bridger's use group facilitation and individual meetings in the hospital, office and field settings. Position is based in Brooklyn.

Hours of work: Full-time: 40 hours per week. Non-exempt; or

Part-time: 10 – 30 hours per week. Non-exempt

Source of supervision: Program Manager or Program Supervisor/Senior Peer Advocate

## Essential Functions:

### Direct Services

1. Teach and model the principles and practices of recovery and self-help
2. Provide quality psychiatric rehabilitation interventions to individuals and collaterals in a timely and responsive manner.
3. Collaborate with individuals to identify goals & objectives
4. Collaborate on services to meet those goals & objectives and discuss progress
5. Develop and individualized recovery plan (IPR) with the individual. Review and update as appropriate.
6. Ensure and protect all consumer civil liberties and rights.
7. Provide direct services to an ongoing client caseload.
8. Attend staff meetings and present cases as necessary.
9. Position requires both working both on site and off site.
10. Maintain and protect the confidential nature of all matters related to this position.
11. Provide linkages, referrals, and case coordination with other services including mental health, education, medical, social and financial services.
12. Teach individuals how to become better self-advocates through information sharing, explanation and modeling
13. Based upon individual needs and preferences, provide "hands-on" assistance with referral, intake, and eligibility processes.
14. Advocate for needed services and assist individuals to negotiate bureaucracies and service systems.
15. Provide entitlement counseling and assist consumers to obtain entitlements. Accompany individuals to entitlement offices as indicated.
16. Actively participate in ongoing training as needed to meet all certification standards and credentialing policies.
17. Provide timely documentation to supervisor and HR of qualifications necessary to provide services
18. Collect QA data and participate in the development of continuous quality improvement strategies based on relevant information and accrediting standards.
19. Facilitate group meetings, workshops and training sessions which includes sharing your own recovery story/experience with consumers.
20. Answer a help-line in a busy office.
21. Work collaboratively with other organizations and maintain positive interagency relationships.
22. Conduct outreach activities to prospective consumers.
23. As requested, run groups, classes and information sessions for consumers and other stakeholders.

### Documentation

24. Document information in each record in a clear & timely manner in accordance with state and agency regulations and policies
25. Enter information into consumer data -base in a timely and accurate manner.
26. Maintain administrative, program, and client records in a timely, complete, and organized manner, consistent with all applicable policies, rules, regulations, and procedures.
27. Submit accurate and timely reports as requested by the agency management

### Other Duties

28. Participate in training sessions designed to enhance growth and skill development.
29. Perform other duties as assigned.

## Experience/Requirements

Good phone and communication skills, some experience or training in peer advocacy, basic knowledge of self-help techniques, ability to be patient and supportive, knowledge of community mental health system, ability to complete required paperwork. Basic office and computer skills are required. Certified Psychiatric Rehabilitation Practitioner (CPRP) preferred. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Good reading and writing Skills. Clean drivers license a plus. Bilingual Spanish preferred. High School Diploma or GED required. These job duties must be performed at Baltic Street AEH, Inc. in a manner which is in keeping with the mission statement of Baltic Street AEH, Inc. and must also project a positive image of the employees, individuals, and agency of Baltic Street AEH, Inc. to the public, individuals, other agencies, families and other Board of Directors

**Agency:** Baltic Street AEH, Inc. -- SSA

**Site:** Baltic St. AEH, Inc. -- Aff.

**Position:** Peer Advocate Bridger II

**Job Location:** Staten Island

**Posted:** 6/25/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

## Job Description

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Baltic Street AEH, Inc. seeks applicants for the position of Peer Advocate Bridger. This program provides hands on advocacy, self-help - empowerment tools and problem solving to clients moving from the hospital, to live successfully in their communities. Peer Advocate Bridgers use group facilitation and individual meetings in the hospital, office and field settings. Position is based in Staten Island.

Hours of work: Full-time: 40 hours per week. Non-exempt; or

Part-time: 10 – 30 hours per week. Non-exempt

Source of supervision: Program Manager or Program Supervisor/Senior Peer Advocate

## Essential Functions:

### Direct Services

1. Teach and model the principles and practices of recovery and self-help
2. Provide quality psychiatric rehabilitation interventions to individuals and collaterals in a timely and responsive manner.
3. Collaborate with individuals to identify goals & objectives
4. Collaborate on services to meet those goals & objectives and discuss progress
5. Develop and individualized recovery plan (IPR) with the individual. Review and update as appropriate.
6. Ensure and protect all consumer civil liberties and rights.
7. Provide direct services to an ongoing client caseload.
8. Attend staff meetings and present cases as necessary.
9. Position requires both working both on site and off site.
10. Maintain and protect the confidential nature of all matters related to this position.
11. Provide linkages, referrals, and case coordination with other services including mental health, education, medical, social and financial services.
12. Teach individuals how to become better self-advocates through information sharing, explanation and modeling
13. Based upon individual needs and preferences, provide "hands-on" assistance with referral, intake, and eligibility processes.
14. Advocate for needed services and assist individuals to negotiate bureaucracies and service systems.
15. Provide entitlement counseling and assist consumers to obtain entitlements. Accompany individuals to entitlement offices as indicated.
16. Actively participate in ongoing training as needed to meet all certification standards and credentialing policies.
17. Provide timely documentation to supervisor and HR of qualifications necessary to provide services
18. Collect QA data and participate in the development of continuous quality improvement strategies based on relevant information and accrediting standards.
19. Facilitate group meetings, workshops and training sessions which includes sharing your own recovery story/experience with consumers.
20. Answer a help-line in a busy office.
21. Work collaboratively with other organizations and maintain positive interagency relationships.
22. Conduct outreach activities to prospective consumers.
23. As requested, run groups, classes and information sessions for consumers and other stakeholders.

### Documentation

24. Document information in each record in a clear & timely manner in accordance with state and agency regulations and policies
25. Enter information into consumer data -base in a timely and accurate manner.
26. Maintain administrative, program, and client records in a timely, complete, and organized manner, consistent with all applicable policies, rules, regulations, and procedures.
27. Submit accurate and timely reports as requested by the agency management

### Other Duties

28. Participate in training sessions designed to enhance growth and skill development.
29. Perform other duties as assigned.

## Experience/Requirements

Good phone and communication skills, some experience or training in peer advocacy, basic knowledge of self-help techniques, ability to be patient and supportive, knowledge of community mental health system, ability to complete required paperwork. Basic office and computer skills are required. Certified Psychiatric Rehabilitation Practitioner (CPRP) preferred. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Good reading and writing Skills. Clean drivers license a plus. Bilingual Spanish preferred. High School Diploma or GED required. These job duties must be performed at Baltic Street AEH, Inc. in a manner which is in keeping with the mission statement of Baltic Street AEH, Inc. and must also project a positive image of the employees, individuals, and agency of Baltic Street AEH, Inc. to the public, individuals, other agencies, families and other Board of Directors

**Agency:** Baltic Street AEH, Inc. -- SSA  
**Site:** Baltic St. AEH, Inc. -- Aff.  
**Position:** Peer Advocate Lodge Bridger  
**Job Location:** Staten Island

**Posted:** 6/25/2018 **FT/PT:** PT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Marianna Barbarash  
 Email:  
 mbarbarash@balticstreet.org

## Job Description

The mission of Baltic Street AEH, Inc. is to help improve the quality of life for people vulnerable to mental illness by providing a broad continuum of trauma-informed care with a focus on wellness and resiliency. We believe that all the people we serve can lead meaningful lives and successfully manage their mental health. Every individual we serve receives support to help them address their whole health needs, develop coping strategies and connect with critical resources such as housing, education and employment.

Baltic Street AEH, Inc. seeks applicants for the position of Peer Advocate Bridger at the Staten Island Lodge Bridger Program. This program provides hands on advocacy, self-help and empowerment tools to clients moving from the hospital, to live successfully in their communities. The position is based in Staten Island and may require some travel between Staten Island and Brooklyn.

Hours of work: Full-time: 40 hours per week. Non-exempt; or

Part-time: 10 – 30 hours per week. Non-exempt

Source of supervision: Program Manager or Program Supervisor/Senior Peer Advocate

## Essential Functions:

### Direct Services

1. Teach and model the principles and practices of recovery and self-help
2. Provide quality psychiatric rehabilitation interventions to individuals and collaterals in a timely and responsive manner.
3. Collaborate with individuals to identify goals & objectives
4. Collaborate on services to meet those goals & objectives and discuss progress
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6. Ensure and protect all consumer civil liberties and rights.
7. Provide direct services to an ongoing client caseload.
8. Attend staff meetings and present cases as necessary.
9. Position requires both working both on site and off site.
10. Maintain and protect the confidential nature of all matters related to this position.
11. Provide linkages, referrals, and case coordination with other services including mental health, education, medical, social and financial services.
12. Teach individuals how to become better self-advocates through information sharing, explanation and modeling
13. Based upon individual needs and preferences, provide "hands-on" assistance with referral, intake, and eligibility processes.
14. Advocate for needed services and assist individuals to negotiate bureaucracies and service systems.
15. Provide entitlement counseling and assist consumers to obtain entitlements. Accompany individuals to entitlement offices as indicated.
16. Actively participate in ongoing training as needed to meet all certification standards and credentialing policies.
17. Provide timely documentation to supervisor and HR of qualifications necessary to provide services
18. Collect QA data and participate in the development of continuous quality improvement strategies based on relevant information and accrediting standards.
19. Facilitate group meetings, workshops and training sessions which includes sharing your own recovery story/experience with consumers.
20. Answer a help-line in a busy office.
21. Work collaboratively with other organizations and maintain positive interagency relationships.
22. Conduct outreach activities to prospective consumers.
23. As requested, run groups, classes and information sessions for consumers and other stakeholders.

### Documentation

24. Document information in each record in a clear & timely manner in accordance with state and agency regulations and policies
25. Enter information into consumer data -base in a timely and accurate manner.
26. Maintain administrative, program, and client records in a timely, complete, and organized manner, consistent with all applicable policies, rules, regulations, and procedures.
27. Submit accurate and timely reports as requested by the agency management

### Other Duties

28. Participate in training sessions designed to enhance growth and skill development.
29. Perform other duties as assigned.

## Experience/Requirements

Good phone and communication skills, some experience or training in peer advocacy, basic knowledge of self-help techniques, ability to be patient and supportive, knowledge of community mental health system, ability to complete required paperwork. Basic office and computer skills are required. Certified Psychiatric Rehabilitation Practitioner (CPRP) preferred. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Good reading and writing Skills. Clean drivers license a plus. Bilingual Spanish preferred. High School Diploma or GED required. These job duties must be performed at Baltic Street AEH, Inc. in a manner which is in keeping with the mission statement of Baltic Street AEH, Inc. and must also project a positive image of the employees, individuals, and agency of Baltic Street AEH, Inc. to the public, individuals, other agencies, families and other Board of Directors



**Agency:** Baltic Street AEH, Inc. -- SSA

**Site:** Baltic St. AEH, Inc. -- Aff.

**Position:** Peer Advocate SI

**Job Location:** Staten Island

**Posted:** 6/25/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

## Job Description

The mission of Baltic Street AEH, Inc. is to help improve the quality of life for people vulnerable to mental illness by providing a broad continuum of trauma-informed care with a focus on wellness and resiliency. We believe that all the people we serve can lead meaningful lives and successfully manage their mental health. Every individual we serve receives support to help them address their whole health needs, develop coping strategies and connect with critical resources such as housing, education and employment.

Baltic Street AEH, Inc., seeks applicants for the position of Peer Advocate. The person will perform advocacy services for and with consumers of mental health services in a program that provides a wide network of Peer Advocacy services

Hours of work: Full-time: 40 hours per week. Non-exempt; or

Part-time: 10 – 30 hours per week. Non-exempt

Source of supervision: Program Manager or Program Supervisor/Senior Peer Advocate

## Essential Functions:

### Direct Services

1. Teach and model the principles and practices of recovery and self-help
2. Provide quality psychiatric rehabilitation interventions to individuals and collaterals in a timely and responsive manner.
3. Collaborate with individuals to identify goals & objectives
4. Collaborate on services to meet those goals & objectives and discuss progress
5. Develop and individualized recovery plan (IPR) with the individual. Review and update as appropriate.
6. Ensure and protect all consumer civil liberties and rights.
7. Provide direct services to an ongoing client caseload.
8. Attend staff meetings and present cases as necessary.
9. Position requires both working both on site and off site.
10. Maintain and protect the confidential nature of all matters related to this position.
11. Provide linkages, referrals, and case coordination with other services including mental health, education, medical, social and financial services.
12. Teach individuals how to become better self-advocates through information sharing, explanation and modeling
13. Based upon individual needs and preferences, provide "hands-on" assistance with referral, intake, and eligibility processes.
14. Advocate for needed services and assist individuals to negotiate bureaucracies and service systems.
15. Provide entitlement counseling and assist consumers to obtain entitlements. Accompany individuals to entitlement offices as indicated.
16. Actively participate in ongoing training as needed to meet all certification standards and credentialing policies.
17. Provide timely documentation to supervisor and HR of qualifications necessary to provide services
18. Collect QA data and participate in the development of continuous quality improvement strategies based on relevant information and accrediting standards.
19. Facilitate group meetings, workshops and training sessions which includes sharing your own recovery story/experience with consumers.
20. Answer a help-line in a busy office.
21. Work collaboratively with other organizations and maintain positive interagency relationships.
22. Conduct outreach activities to prospective consumers.
23. As requested, run groups, classes and information sessions for consumers and other stakeholders.

### Documentation

24. Document information in each record in a clear & timely manner in accordance with state and agency regulations and policies
25. Enter information into consumer data -base in a timely and accurate manner.
26. Maintain administrative, program, and client records in a timely, complete, and organized manner, consistent with all applicable policies, rules, regulations, and procedures.
27. Submit accurate and timely reports as requested by the agency management

### Other Duties

28. Participate in training sessions designed to enhance growth and skill development.
29. Perform other duties as assigned.

## Experience/Requirements

Good phone and communication skills, some experience or training in peer advocacy, basic knowledge of self-help techniques, ability to be patient and supportive, knowledge of community mental health system, ability to complete required paperwork. Basic office and computer skills are required. Certified Psychiatric Rehabilitation Practitioner (CPRP) preferred. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Good reading and writing Skills. Clean drivers license a plus. Bilingual Spanish preferred. High School Diploma or GED required. These job duties must be performed at Baltic Street AEH, Inc. in a manner which is in keeping with the mission statement of Baltic Street AEH, Inc. and must also project a positive image of the employees, individuals, and agency of Baltic Street AEH, Inc. to the public, individuals, other agencies, families and other Board of Directors

**Agency:** Baltic Street AEH, Inc. -- SSA

**Site:** Baltic St. AEH, Inc. -- Aff.

**Position:** PEER BRIDGER

**Job Location:** Brooklyn

**Posted:** 6/25/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

## Job Description

The Peer Bridger provides peer support services to people transitioning from psychiatric facilities into the community of their choosing through individual and group peer support meetings.

The mission of Baltic Street AEH, Inc. is to help improve the quality of life for people vulnerable to mental illness by providing a broad continuum of trauma-informed care with a focus on wellness and resiliency. We believe that all the people we serve can lead meaningful lives and successfully manage their mental health. Every individual we serve receives support to help them address their whole health needs, develop coping strategies and connect with critical resources such as housing, education and employment.

Hours of Work: Full time – 40 hours per week, non-exempt

Source of Supervision: □ Project Manager

Major Responsibilities/Activities:

Peer Bridgers:

- Offer positive, supportive peer relationships that foster trust and hope for positive change, choice, wellness, recovery and personal empowerment
- Present a positive example of a person with lived experience who has been successful at managing their own recovery by actively investing in/maintaining their personal wellness
- Provides one-on-one and/or group support during hospitalization continued short-term-support services following discharge
- Teach community adjustment and wellness self-management skills
- Assist with developing a Wellness Recovery Action Plan (WRAP)
- Help identify and/or re-engage with family, friends and other natural supports
- Provide education and resources that support wellness self-management, self-determination, and self-advocacy
- Continue with individuals after discharge to identify and engage with a range of community-based services and supports
- Complete detailed written record of activities in a timely and accurate manner
- Report to and meet with BSAEH supervisor on a regularly scheduled basis
- Attend trainings and meeting as required and assigned by supervisor, funder and BSAEH
- Perform other duties as required and assigned

## Experience/Requirements

Requirements:

Peer Bridgers:

- Demonstrate experience with and knowledge of the New York State mental health and substance abuse systems
- Demonstrate knowledge of advocacy, self-help and empowerment programs for recipients of mental health and substance abuse services
- Have the ability to be a role model and convey a message of hope and wellness for people diagnosed with mental illness
- Have the ability to complete basic documentation requirements regarding work activities
- Have at least one year experience working as a peer
- Are New York State Certified Peer Specialists - or must be certified within 6 months of hiring

Required personal skills:

Peer Bridgers:

- Must pass a criminal history background check
  - Must have a GED or academic High School diploma; college degree in related field preferred
  - Must have lived experience with the public mental health system
  - Must have basic computer skills – knowledge of Foothold Technology's AWARDS system a plus
- BSAEH offers a competitive salary and a benefits package which includes health coverage, paid time off and paid vacations.

Interested candidates should submit a cover letter, resume and wage requirements to:

Marianna Barbarash, Director of Human Resources

Baltic Street AEH, Inc.

9201 4th Avenue – 5th floor

Brooklyn, New York 11209

Fax: 718-833-5930

E-mail: mbarbarash@balticstreet.org

**Agency:** Baltic Street AEH, Inc. -- SSA**Site:** Baltic St. AEH, Inc. -- Aff.**Position:** Program Supervisor SI**Job Location:** Staten Island**Posted:** 6/25/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

**Job Description**

The mission of Baltic Street AEH, Inc. is to help improve the quality of life for people vulnerable to mental illness by providing a broad continuum of trauma-informed care with a focus on wellness and resiliency. We believe that all the people we serve can lead meaningful lives and successfully manage their mental health. Every individual we serve receives support to help them address their whole health needs, develop coping strategies and connect with critical resources such as housing, education and employment.

**Experience/Requirements**

Hours of work: Full-time 40 hours per week

Source of supervision: Division Director

**Essential Functions:****Program management**

1. Ensure accurate record keeping.
2. Teach and model the principles and practices of recovery and self-help which includes sharing your own recovery story/experience with consumers.
3. Ensure the effective day-to-day operations of the program.
4. Assist in the intake process in order to provide timely access to services for eligible individuals.
5. Ensure and protect all client civil liberties and rights. Ensure all staff maintains high standards of conduct in the performance of their job duties.
6. Conduct outreach activities to prospective clients.
7. Assist staff to understand and access available community resources.
8. Ensure the physical premises of all programs and offices are maintained in a safe, clean, and professional manner, conducive to the delivery of high quality services.
9. Assist the Division Director in conducting a regular schedule of staff meetings.
10. Submit accurate and timely administrative reports as requested by the agency management.

**Self Help Services**

1. Develop group formulas consistent with effective self-help and recovery practices.
2. Develop group goals and evaluation tools.
3. Arrange neutral, accessible and regularly available meeting places.
4. Advertise groups and informational meetings.

**Client Services**

11. Provide direct services to an ongoing client caseload.
12. Run groups, classes and information sessions for clients and other stakeholders.

**Personnel Management**

13. Assist in providing daily supervision to direct care staff of the program.
14. Provide input into regular performance evaluations for staff, and assist them with expanding and enhancing their skills and knowledge.
15. Assist in the recruitment and hiring of staff. Provide ongoing in-service training for all staff and volunteers.
16. Establish weekly staff schedules in conjunction with Division Director.
17. Arrange for program coverage when staff or absent or positions are vacant.
18. Monitor staff attendance and respond to trends and/or problems.

**Quality Assurance**

19. Ensure that all programs meet the pertinent standards established by the New York City Department of Mental Health and the New York State Office of Mental Health.
20. Ensure that all program policies, procedures, and practices established by the Baltic Street AEH, Inc. are followed.
21. Maintain administrative, program, and client records in a timely, complete, and organized manner, consistent with all applicable policies, rules, regulations, and procedures.
22. Conduct periodic compliance audits of all records.
23. Respond to grievances according to agency policy.
24. Report incidents.

**Financial Management**

25. Provide input into the establishment of program budgets.

**Resource development/community relations**

26. Maintain collaborative interagency relationships.
27. Assist with public and community relations.

**Computer Skills**

28. Strong knowledge of MS Word and MS Excel

**Other duties**

29. Maintain and protect the confidential nature of all matters related to this position.
30. Participate in training sessions designed to enhance growth and skill development.
31. Perform other duties as assigned by the direct supervisor.

**Agency:** Baltic Street AEH, Inc. -- SSA

**Site:** Baltic St. AEH, Inc. -- Aff.

**Position:** Support Edu. Counselor

**Job Location:** Brooklyn

**Posted:** 6/25/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

## Job Description

Baltic Street AEH Inc. seeks applicants for the position of Supported Education Counselor. The successful applicant will perform a full range of vocationally oriented Education services in a program that serves Young Adults participants in mental health services. Candidate should have familiarity and experience with Self-Help Recovery Model and its relevance to providing Supported Education Services that endorses empowerment of the individual.

Full Time Position – 40 hours a week  
ESSENTIAL FUNCTIONS

### Responsibilities include:

- Assist individuals by providing educational readiness and vocational services that develop & define steps toward goals (in measurable outcomes) that enhance self-reliance and greater community interdependence.
- Contacts schools and supportive resources by mail, phone, e-mail, and in person to develop appropriate networks; build knowledge base of resources, conducts extensive outreach to schools and potential supports, to increase pool of academic supports, increase job bank listing and develop new job orders.
- Serve as a liaison between individuals, their schools, and community agencies; responsible for developing and coordinating community resources and program services activities, including internships and academic development programs.
- Perform a variety of programmatic & administrative client-centered tasks including, but not limited to, client outreach & intake, required data collection & case records maintenance, progress notes, individualized education goal plans, assisting program team with planned activities.
- Facilitate school readiness and systems navigation workshops.
- Facilitate group meetings, workshops and training sessions which includes sharing your own recovery story/experience with participants.
- Conduct orientation groups and individual intake interviews, present new intake case presentations
- Assist clients with assessment, pre-school, education coaching, and follow-along services
- Provide counseling and support to identify/establish vocational goals, educational goals, and study interests of the participant, as well as, administering/arranging for interest/skill assessments as needed

## Experience/Requirements

- Specific experience in Employment or Education Counseling, or Vocational Rehabilitation with adults preferably with mental illness.
- Looking for Specialized areas of skills in Educational Developing, Assessment and retention services
- Ability to independently make informed decisions that directly impact on employment outcomes for clients and employers
- Highly Proficient computer skills including internet research as well as MS Office and MS Word, Excel and Outlook computer skills.
- High school diploma required. B.A. in Education preferred.
- Experience as a Peer Advocate, or other related experience.

**Agency:** Center for Urban Community Services -- SHA

**Site:** CUCS -- SHA

**Position:** Bilingual Care Coordinator

**Job Location:** Manhattan

**Posted:** 7/9/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Email:

## Job Description

The Center for Urban Community Services (CUCS), a national leader in the development of effective housing and service initiatives invites applications for the Care Coordinator position in the Care Management Program located in Midtown Manhattan.

The Care Management Program provides care coordination services to optimize the quality and efficiency of health care services received by the most at risk New Yorkers. Care Management plays an integral role in improving behavioral and physical health for high users of Medicaid.

### Description of Responsibilities-

The Care Coordinator is responsible for coordinating health care for clients in the community who have chronic medical and / or mental health conditions for clients who live in Brooklyn and Manhattan. The Care Coordinator assists clients in overcoming barriers to quality health care, striving to improve overall health outcomes, reduce inappropriate emergency department usage, and avoidable inpatient hospitalizations. The Care Coordinator is responsible to connect clients to appropriate medical services, coordinate care with clients' providers and supports, support clients to make well informed choices with regard to treatment, and provide education & empowerment. The position involves telephonic care coordination, meeting with clients in the community to conduct assessments and develop person-centered care plans, and provide ongoing services to support and promote clients staying healthy.

## Experience/Requirements

- Case Manager 2 – Bachelor's Degree or HS Diploma and 4 years relevant experience
- Case Manager 3 – Bachelor's Degree and 2 years relevant experience or BSW and 1 year relevant experience or HS Diploma and 6 years relevant experience. Note: for every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas
- Bachelor's degree in child and family studies, community mental health, counseling, education, nursing, occupational therapy, physical therapy, psychology, recreation, recreation therapy, rehabilitation, social work, sociology, or speech and hearing and 2 years experience working with individuals with mental health disabilities, developmental disabilities, alcoholism or substance abuse preferred
- Bilingual Spanish Required

**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** CASE MANAGER  
**Job Location:** Brooklyn

**Posted:** 6/11/2018  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

Email:

## Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Case Manager position at The Hegeman, a 160 unit permanent supportive housing residence located in Brownsville Brooklyn, for low income tenants, many of whom have histories of mental illness, homelessness, and substance abuse. The building has a LEED (Leadership in Energy and Environmental Safety Design) silver rating and includes a 24/7 attended lobby, a community garden, a computer room, and a fitness room. CUCS provides comprehensive on-site social services using a recovery orientation, which include the implementation of evidence based practices such as Supported Employment, Motivational Interviewing, and Wellness Self Management

**Responsibilities:**  
The Case Manager is responsible for working with an assigned group of clients to help them live full and satisfying lives in the community; helping their team and program to function well and meet their contractual obligations; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements.

The Case Manager is responsible for a caseload of 25-28 clients. The job comprises a full range of direct services to clients with particular emphasis on mental health, physical health and substance abuse services. Services may also include money management, coordination of care, medication management, on-going individual counseling, and complete documentation of these services. Additional responsibilities include involvement in evidence based practices such as Supported Employment and Motivational Interviewing. The Case Manager will participate and contribute to a program culture that is client -centered, outcome-oriented and dedicated to continuous quality improvement.

## Experience/Requirements

- Case Manager 2  
– Bachelor's Degree or HS Diploma or equivalent and 4 years relevant experience.
  - Case Manager 3  
– BSW and 1 year relevant experience (excluding fieldwork) or Bachelor's degree and 2 years relevant experience or HS diploma or equivalent and 6 years relevant experience.
  - For applicants without college degrees, every 30 credits can be substituted for 1 year of experience.
  - Strong written and verbal communications skills
  - Computer literacy required
  - Bilingual English/Spanish preferred, but not required.
- Send resume and cover letter to the following email address:  
alyssa.wrinkle@cucs.org

Applicants will only be considered for positions they apply for.

CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** Case Manager  
**Job Location:** Bronx

**Posted:** 7/9/2018  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

Email:

## Job Description

The Case Manager is responsible for working with an assigned group of clients to help them obtain housing; helping clients live full and satisfying lives in the community; help their team and program to function well and meet their contractual obligations including achieving contracted housing placement goals; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements.

## Experience/Requirements

Case Manager 1  
HS Diploma and 2 years experience

Case Manager 2  
2 years as CM 1 or Bachelor's Degree or HS Diploma and 4 years relevant experience.

Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.

Case Manager 3  
2 years as CM 2 or Bachelor's Degree and 2 years relevant experience or BSW and 1 year relevant experience or HS Diploma and 6 years relevant experience.

Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Manhattan**Posted:** 7/9/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Case Manager is responsible for:

Working with an assigned group of roughly 25-30 special needs and low-income clients

Providing strengths-based advocacy and collaboration with clients

Collaborating with colleagues and team mates to meet contractual obligations and achieve program success

Utilizing core clinical principles to assist clients achieve their goals, including application of person-centered service planning and other evidenced-based practices and perspectives

Coordinating with service providers to ensure comprehensive and holistic care for clients

Fulfilling CUCS' core purpose, core values, and vision statement

**Experience/Requirements**

Bachelor's Degree

or

HS Diploma and 4 years experience in the relevant field

Strong verbal and written communication skills

Computer literacy

Familiarity with mental health, homelessness, and/or substance use

Bilingual Spanish/English preferred

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** EVENING CASE MANAGER**Job Location:** Manhattan**Posted:** 7/9/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The following position is currently available at Paul's Place

EVENING CASE MANAGER

The Center for Urban Community Services, (CUCS), is proud to announce that it will be opening a co-located Drop-in Center and Safe Haven in lower Manhattan in September 2018.

The program will provide case management and housing placement services to 70 to 90 people at the Drop-In Center and 24 people at the Safe Haven.

For more information about the programs please see attached program announcement.

We are currently hiring for one evening Case Manager position for the Drop-In Center. The shift is M-F 4:00pm -12:00am

The evening Case Manager is responsible for working with clients from both programs to help them obtain housing, help clients live full and satisfying lives in the community, help their team and program to function well and meet their contractual obligations including achieving contracted housing placement goals, and striving as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements.

Some of the responsibilities of the evening Case Manager include the following:

1)Fostering seamless service provision across shifts.

Knowing and being able to communicate with clients about the program's mission, structure, and approach to treatment.

Providing and documenting relevant information about a client to their workers and other program staff.

Knowing program rules and reporting on rule violations.

Conducting intake assessments to clients coming into the drop in center.

Providing medication monitoring during assigned shifts.

2) Ensuring that clients are safe and comfortable.

Responding to crises.

Proactively working to create and/or maintain an environment which is safe and comfortable.

3)Providing and supporting opportunities for therapeutic recreation and socialization.

Proactively working to engage clients in the program.

Lead groups if applicable.

**Experience/Requirements**

CM 1: High school diploma and 2 years experience

CM 2: Bachelors degree or HS diploma or equivalent and 4 years of relevant work experience

CM 3: BSW and 1 year relevant experience (excluding fieldwork) or Bachelors degree and 2 years relevant experience or HS diploma and 6 years relevant experience

For applicants without college degrees, every 30 credits can be substituted for 1 year of experience

Demonstrated ability to provide services to a specialized population, computer literacy and good written and verbal communication skills are required.

Must be able to work effectively as part of a multidisciplinary team

Bilingual English/Spanish preferred although not required

Send resume and cover letter to the following email address:

tracey.erhardt@cucs.org

Applicants will only be considered for positions they apply for.

CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** Office Manager  
**Job Location:** Manhattan

**Posted:** 7/9/2018  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

Email:

### Job Description

We are currently hiring one Part Time Office Manager for the CUCS Program located at 198 E. 121st Street NY, NY 10035. The position is 21 hours per week between the hours of 9am-5pm, Monday-Friday; there is some schedule flexibility.

The Office Manager is responsible for ensuring the effective operation of all of the administrative support activities within the program. The Office Manager is expected to work closely with the Program Director and the management team to ensure that these activities effectively support the overall operation of the program. This individual must possess a good knowledge of office procedures and the ability to identify and address operational problems. The Office Manager is expected to exercise initiative and judgment and provide support and guidance to all staff.

The Office Manager is responsible for creating and maintaining program data in excel and other databases, fiscal management of site funds including managing program budgets, vendor management, maintain inventory of office equipment and manage office equipment service contracts as necessary, purchase of program and office supplies and program automobile maintenance. The Office Manager may be assigned additional duties as they arise.

### Experience/Requirements

- High School Diploma or equivalent
- 3 years relevant experience
- Strong word-processing skills including extensive experience with MS Word and Excel.
- Good spreadsheet skills
- Good interpersonal and organizational skills
- Good written and verbal communications skills
- Ability to multi-task
- Bachelor's degree preferred
- Database experience a plus
- MUST HAVE VALID DRIVER'S LICENSE

**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** OVERNIGHT CASE MANAGER  
**Job Location:** Brooklyn

**Posted:** 6/11/2018  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

Email:

### Job Description

The Center for Urban Community Services (CUCS) seeks an Overnight Team Case Manager for its Prospect Place shelter for homeless, mentally ill women. Prospect Place is a 90 bed recovery oriented housing placement program located at 174 Prospect Place in Brooklyn, NY. Program services include: housing placement, comprehensive health, mental health, and case management services. Prospect Place operates 7 days per week with 24 hour clinical and security staff. The program is readily accessible by public transportation. The Overnight Case Manager is responsible for working with all clients to help them live full and satisfying lives in the community; helping their team and program to function well and meet their contractual obligations; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements. Services that the Overnight Case Manager will be expected to provide include, but are not limited to, supportive counseling, outreach, written assessments, case management, advocacy, and crisis intervention. The Overnight Case Manager is expected to monitor the building during the overnight shift, ensure the safety of the clients, report census updates to the Department of Homeless Services and support the site to ensure the good functioning of the program as a whole

### Experience/Requirements

- Case Manager 1 requires a HS Diploma and 2 years relevant experience
  - Case Manager 2 requires a Bachelor's Degree or HS Diploma and 4 years relevant experience.
  - Case Manager 3 requires a Bachelor's Degree and 2 years relevant experience or BSW and 1 year relevant experience or HS Diploma and 6 years relevant experience.
  - Good verbal and written communication skills
  - Strong writing skills and computer literacy required
  - Bilingual Spanish / English strongly preferred
- Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.  
 Send resume and cover letter to the following email address:  
 michelle.salmon@cucs.org

Applicants will only be considered for positions they apply for.

CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** PD Case Manager  
**Job Location:** Manhattan

**Posted:** 4/30/2018  
**Benefits:** Unknown  
**FT/PT:** PT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

Email:

### Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Case Manager position at the CUCS' Harlem Transitional Services. HTS' Kelly Transitional Living Community is a 40- bed residence. It provides chronically street homeless individuals with mental illness and/or substance abuse assistance in obtaining and maintaining permanent housing. The Housing First/Harm Reduction Model is used to engage people who otherwise may not accept services. A multidisciplinary staff works collaboratively with the residents on their recovery, and housing goals. Staff receives extensive training in Evidence Based Practices including Motivational Interviewing, Wellness Self-Management and Behavioral Treatment Interventions for substance abuse.

### Experience/Requirements

**Responsibilities:** Duties include monitoring medication, addressing the clinical needs of the residents, ensuring the safety of the facility.

#### Requirements:

Bachelor's Degree or HS Diploma and 4 years relevant experience. Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas  
 Good verbal and written communication skills  
 Computer literacy  
 Bilingual Spanish/English preferred

Please be advised that you must upload your cover letter and resume in one document. Applicants will only be considered for positions they apply for.

CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** PER DIEM CASE MANAGER  
**Job Location:** Manhattan

**Posted:** 7/9/2018  
**Benefits:** Unknown  
**FT/PT:** PT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

Email:

### Job Description

The Center for Urban Community Services, (CUCS), is proud to announce that it will be opening a co-located Drop-in Center and Safe Haven in lower Manhattan in September 2018. The program will provide case management and housing placement services to 70 to 90 people at the Drop-In Center and 24 people at the Safe Haven. Both programs operate 7 days per week with staff on-site 24 hours per day. For more information about the programs please see attached program announcement.

We are currently hiring for four Per Diem Case Manager positions for the Drop-In Center and Safe Haven.

The shift is Friday, Saturday and Sunday 12:00am-8:00am.

The Per Diem Case Manager is responsible for working with clients from both programs to help them obtain housing, help clients live full and satisfying lives in the community, help their team and program to function well and meet their contractual obligations including achieving contracted housing placement goals, and striving as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements.

Some of the responsibilities of the Per Diem Case Manager include the following:

1) Fostering seamless service provision across shifts. Knowing and being able to communicate with clients about the program's mission, structure, and approach to treatment. Providing and documenting relevant information about a client to their workers and other program staff.

Knowing program rules and reporting on rule violations.

Conducting intake assessments to clients coming into the drop in center.

Providing medication monitoring during assigned shifts.

2) Ensuring that clients are safe and comfortable.

Responding to crises.

Proactively working to create and/or maintain an environment which is safe and comfortable.

3) Providing and supporting opportunities for therapeutic recreation and socialization.

Proactively working to engage clients in the program.

### Experience/Requirements

High School diploma

1 year related experience

Appropriate verbal and written communication skills

Computer literacy

Some college preferred; B.A. may substitute for experience

Bilingual Spanish/English preferred

Send resume and cover letter to the following email address:

tracey.erhardt@cucs.org

Applicants will only be considered for positions they apply for.

CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind



**Agency:** Community Access -- SSA

**Site:** Community Access -- SSA

**Position:** CARE COORDINATOR

**Job Location:** Citywide

**Posted:** 5/29/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

HR Dept.

Email:

## Job Description

Community Access, Inc. (CA), founded in 1974, is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy and healing-focused services. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1000 units of supportive housing in three boroughs, the Howie The Harp Advocacy Center, ThriveAtWork, Blueprint Supported Education, East Village Access—a PROS program, and a peer-driven Crisis Respite Center.

We are currently seeking qualified candidates for the position of CARE COORDINATOR OUTREACH AND ENROLLMENT SPECIALIST to work in our housing program, with locations in Manhattan, Brooklyn and Bronx.

Community Access, Inc. (CA), founded in 1974, is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy and healing-focused services. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1000 units of supportive housing in three boroughs, the Howie The Harp Advocacy Center, ThriveAtWork, Blueprint Supported Education, East Village Access—a PROS program, and a peer-driven Crisis Respite Center.

We are currently seeking qualified candidates for the position of CARE COORDINATOR to work in our Health Division

This is a Full-Time position; with an hourly rate of 19.23, plus an excellent benefits package.

## Position Overview:

The Care Coordinator provides direct care coordination services to assigned Health Home program participants; including defining, developing, and implementing person centered care plans to assist participants in their goals in conjunction with relevant providers chosen by the participant. Assistance to program participants uses a person-centered, trauma-informed approach that supports individuals in their recovery and achievement of optimal health outcomes. The care coordinator coordinates communication among providers so that information is shared and the person's needs are addressed in a comprehensive manner.

## Experience/Requirements

Qualified candidates must have an understanding, appreciation, and commitment to the philosophy and mission of Community Access; Qualified candidates must have minimum of a high school diploma or equivalent (GED) with 4 years experience; must be fingerprinted and cleared by the New York State Justice Center; commitment to recovery oriented practice; must be skilled in conflict mediation/negotiation and have an assertive approach to problem solving; Experience in collaborative interdisciplinary planning processes; Knowledge of Medicaid, Social Security and other entitlements, preferred; demonstrated competence in oral and written and computational skills to present and document records in accordance with program standards; ability to use various computer programs, specifically MS Work and Excel; experience with electronic health records; ability to walk up several flights of stairs; willingness to work in the field and travel by public assistance; bilingual Spanish-speaking, preferred.

Bilingual Spanish-speaking candidates are strongly encouraged to apply.

Interested candidates should apply on [www.communityaccess.org/jobs](http://www.communityaccess.org/jobs).

Community Access is an Equal Opportunity Employer. M/F/D/V.

Women, People of Color and Members of the LGBT community are strongly encouraged to apply.

CA is committed to the hiring of at least 51% consumer staff, in all of its departments and programs, and at all levels of management.

[www.communityaccess.org](http://www.communityaccess.org)

**Agency:** Community Access -- SSA  
**Site:** Community Access -- SSA  
**Position:** FRONT DESK RECEPTIONIST  
**Job Location:** Citywide

**Posted:** 5/29/2018  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
HR Dept.  
Email:

### **Job Description**

Community Access, Inc. (CA), founded in 1974, is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy and healing-focused services. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1000 units of supportive housing in three boroughs, the Howie The Harp Advocacy Center, ThriveAtWork, Blueprint Supported Education, East Village Access—a PROS program, and a peer-driven Crisis Respite Center.

We are currently seeking qualified candidates for the position of FRONT DESK RECEPTIONIST to work in our housing program, at locations in Brooklyn, Bronx and Manhattan.

We have multiple full-time positions. Hourly pay rate is \$13.50.

### **Position Overview:**

The Front Desk Receptionist is expected to interact with tenants, guests and staff in a professional and courteous manner, while monitoring the safety of the tenants and the building. This includes greeting tenants and guests in professional, courteous and hospitable manner; monitoring the safety and security of building and its tenants and reporting any problems if necessary; monitoring the proper functioning of building systems and notifying the superintendent if necessary; answer telephones, take messages, and provide routine information about Community Access; prepare work orders for repair and maintenance problems reported by tenants or observed during shift, etc.

### **Experience/Requirements**

Qualified candidates must have minimum of a high school diploma or equivalent; previous customer service experience, preferred; ability to interact with people in a professional and courteous manner; possess appropriate telephone manner; must be fingerprinted and cleared by the New York State Justice Center; possess strong written and oral communication skills; must be able to pass test FDNY tests for certifications that may be required at particular sites (e.g., fire guard certificate, certificate of fitness for fire alarm panels) within three tries (if applicable); must be able to climb stairs as needed.

Bilingual candidates are encouraged to apply.

Interested candidates should apply on [www.communityaccess.org/jobs](http://www.communityaccess.org/jobs).

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[www.communityaccess.org](http://www.communityaccess.org)

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** HOUSING COUNSELOR**Job Location:** Citywide**Posted:** 5/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

Community Access, Inc. (CA), founded in 1974, is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy and healing-focused services. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1000 units of supportive housing in three boroughs, the Howie The Harp Advocacy Center, ThriveAtWork, Blueprint Supported Education, East Village Access—a PROS program, and a peer-driven Crisis Respite Center.

We are currently seeking qualified candidates for the position of HOUSING COUNSELOR to work in our housing program, with locations in Manhattan and Bronx.

Per-diem and full-time openings available, scheduled as needed – pay rate of \$16.00 per hour.

**Position Overview**

The CR/SRO program provides extended-stay affordable supportive housing and a range of programmatic services to tenants who are referred by the NYS Office of Mental Health from their transitional programs of state psychiatric hospitals. In addition to psychiatric disabilities, these residents may have histories of substance use. Each resident has a lease, pays monthly rents/fees, and is expected to move to more independent housing. The housing counselor has the primary objective to oversee the supervised community residence during off hours in the following areas: physical plant safety and security, medication monitoring, crisis intervention, and skills training. Some of the essential job functions include, but are not limited to: providing accurate documentation of activity in house and observe and document residents' behavior; provide crisis management and interventions, as needed; provide hands on help, teach and train residents in meal preparation and clean-up; provide close observation and record keeping of residents taking their medications; ensure medications are stored and secured safely; and perform administrative and clerical duties, as assigned.

**Experience/Requirements**

Qualified candidates must have a minimum of a high school diploma or equivalent (GED); ability to interact with people in a professional and courteous manner; previous experience in customer service and/or residential services, preferred; must be fingerprinted and cleared by the NYS Justice Center; be skilled in conflict mediation/negotiation and have a pro-active approach to problem solving; excellent oral and written communication skills; ability to utilize various computer programs, specifically Microsoft Word and Excel; be creative and flexible.

Bilingual candidates are encouraged to apply.

Interested candidates should apply on [www.communityaccess.org/jobs](http://www.communityaccess.org/jobs).

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[www.communityaccess.org](http://www.communityaccess.org)

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Maint Worker**Job Location:** Citywide**Posted:** 5/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

Community Access, Inc. (CA), founded in 1974, is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy and healing-focused services. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1000 units of supportive housing in three boroughs, the Howie The Harp Advocacy Center, ThriveAtWork, Blueprint Supported Education, East Village Access—a PROS program, and a peer-driven Crisis Respite Center.

We are currently seeking qualified candidates for the position of  
MAINTENANCE WORKER - APARTMENT CLEANER  
to work in our Health Division

This is a Full-Time position; paying an hourly rate of \$13.50, plus an excellent benefits package.

**Position Overview:**

The Maintenance Worker Apartment Cleaner will be responsible for daily cleaning of all areas necessary in the occupied or unoccupied apartments; performing sweeping, mopping and stripping/buffing of floors; Coordinating with clients and tenants for the removal of their excessive or unwanted belongings; Assisting in apartment fumigation; Performing routine maintenance repairs as needed and directed; Performing apartment leave violation removal such as health, tripping and fire hazards; Perform wall restoration to include general cleaning, patching, sanding and painting; Responsible for observing and reporting to his or her supervisor any apartment lease violations; Keeping supervisor informed of daily day-to-day activities and significant conditions that may impact upon agency mission and goals; Assisting with operations activities such as apartment and general maintenance cleaning, mopping, dusting garbage and moving furniture at other sites as needed; Working with onsite supervisor to understand and evaluate duties; Perform other duties as assigned.

**Experience/Requirements**

Qualified candidates must have an understanding, appreciation, and commitment to the philosophy and mission of Community Access; Minimum of a high school diploma or equivalent (GED); Knowledge of appropriate cleaning agents; Ability to operate and maintain appropriate machines such as buffer, wet/dry vacuum, etc.; Must be able to walk up several flights of stairs; Must be fingerprinted and cleared by the NY State Justice Center; Ability to work overtime hours as needed; Ability to regularly lift and carry items that weigh up to 100lbs; Possess the good aptitude and work skills for janitorial duties; Must have good communication and interpersonal skills; Must have good writing skills; Must possess and maintain a valid driver's license.

Bilingual Spanish-speaking candidates are strongly encouraged to apply.

Interested candidates should apply on [www.communityaccess.org/jobs](http://www.communityaccess.org/jobs).

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[www.communityaccess.org](http://www.communityaccess.org)

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** MAINTENANCE WORKER**Job Location:** Citywide**Posted:** 5/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

Community Access, Inc. (CA), founded in 1974, is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy and healing-focused services. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1000 units of supportive housing in three boroughs, the Howie The Harp Advocacy Center, ThriveAtWork, Blueprint Supported Education, East Village Access—a PROS program, and a peer-driven Crisis Respite Center.

We are currently seeking qualified candidates for the position of MAINTENANCE WORKER to work in our housing programs, with locations in Manhattan and the Bronx.

This is a full-time position; hourly rate of \$13.50, plus an excellent benefits package.

**Position Overview:**

The Maintenance Worker is responsible for daily cleaning and maintenance of the building, to ensure that a safe and adequate living environment is provided to tenants, staff and visitors at all times. Some essential job functions include cleaning all public/common areas of building and offices daily; performing routine sweeping, mopping and buffing of floors; cleaning all stairwells and elevators daily; collecting and emptying trash daily; cleaning all common and office bathrooms and replenishes bathroom supplies daily; assisting Building Superintendent with repairs as needed and directed; assisting Building Superintendent with preparing apartments for new occupancy, to include general cleaning and painting as needed and directed; etc.

**Experience/Requirements**

Qualified candidates must have minimum of a high school diploma or equivalent (GED); minimum of one year of training or two years work experience in related trades; knowledge of appropriate cleaning agents; ability to operate and maintain appropriate machines such as buffer, wet/dry vacuum, etc; ability to work overtime hours as needed; ability to regularly lift and carry items that weigh up to 100lbs; must have good communication skills; must have good interpersonal skills.

Bilingual candidates are encouraged to apply.

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[www.communityaccess.org](http://www.communityaccess.org)

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** SENIOR SERVICE COORD**Job Location:** Bronx**Posted:** 5/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

Community Access, Inc. (CA), founded in 1974, is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy and healing-focused services. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1000 units of supportive housing in three boroughs, the Howie The Harp Advocacy Center, ThriveAtWork, Blueprint Supported Education, East Village Access—a PROS program, and a peer-driven Crisis Respite Center.

We are currently seeking qualified candidates for the position of  
SENIOR SERVICE COORDINATOR  
to work in one of our housing programs, located in the Bronx.

These are full-time positions, some evening and holiday hours may be required. The pay is low 40's depending on experience, including an excellent benefits package.

**Position Overview:**

The Senior Service Coordinator provides recovery oriented support services and outreach to assigned program participants, as defined by program contractual requirements, including education of, advocacy for and monitoring of delivery of care from external service providers, educating providers on special issues, as well as assisting program participants in maintaining apartment free from unsanitary conditions and safety hazards, and identifying vocational and educational goals and opportunities; Assists Program Director in monitoring program records to meet program and contractual standards; Assists Program Director in maintaining inventory of program supplies; Provides back-up to Program Director when he or she is off site, by guiding staff and dealing with issues, consistent with the direction of Program Director; Assists Program Director in coordinating intake and maintaining a full program census; Develop and assist in implementing service plans determined by goals of program participants, including reviewing service plans with program participants, identifying progress and revising plans as needed; Produce and maintain thorough, accurate and timely documentation in service records of interactions with program participants, services provided, important information and/or events, and contacts with other agencies and service providers, as required by agency policies, and relevant contracts and regulatory agencies.; Provide outreach to program participants who are not indicating their goals or who are not engaged, to offer services to them, and to incorporate outreach in their service plans; Utilize harm reduction strategies when working with individuals experiencing drug and/or alcohol related problems; Provide crisis intervention, as necessary.

**Experience/Requirements**

Qualified candidates must have an understanding, appreciation, and commitment to the philosophy and mission of Community Access and minimum of a high school diploma or equivalent (GED) – Bachelor's degree, preferred; must have commitment to recovery oriented practice; must be fingerprinted and cleared by the NYS Justice Center; Bilingual Spanish-speaking, preferred. Ability to speak other relevant languages, dependent upon specific needs of tenant's; Be skilled in conflict mediation/negotiation and have an assertive approach to problem solving.; Demonstrated leadership skills and ability to work as part of a team; Excellent oral and written communication skills; Ability to utilize various computer programs, specifically Microsoft Word and Excel; Be creative and flexible; Show initiative and be responsible for follow through; Ability to maintain confidential information, as related to position.

Bilingual candidates are encouraged to apply.

Interested candidates should apply on [www.communityaccess.org/jobs](http://www.communityaccess.org/jobs).

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[www.communityaccess.org](http://www.communityaccess.org)

**Agency:** Community Access -- SSA  
**Site:** Community Access -- SSA  
**Position:** SENIOR SERVICE COORDINATOR  
**Job Location:** Manhattan

**Posted:** 5/29/2018  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
HR Dept.  
Email:

### **Job Description**

Community Access, Inc. (CA), founded in 1974, is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy and healing-focused services. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1000 units of supportive housing in three boroughs, the Howie The Harp Advocacy Center, ThriveAtWork, Blueprint Supported Education, East Village Access—a PROS program, and a peer-driven Crisis Respite Center.

We are currently seeking qualified candidates for the position of  
SENIOR SERVICE COORDINATOR  
to work in one of our transitional housing department.

These are full-time positions, some evening and holiday hours may be required. The pay is low 40's depending on experience, including an excellent benefits package.

### **Position Overview:**

The Senior Service Coordinator provides recovery oriented support services and outreach to assigned program participants, as defined by program contractual requirements, including education of, advocacy for and monitoring of delivery of care from external service providers, educating providers on special issues, as well as assisting program participants in maintaining apartment free from unsanitary conditions and safety hazards, and identifying vocational and educational goals and opportunities; Assists Program Director in monitoring program records to meet program and contractual standards; Assists Program Director in maintaining inventory of program supplies; Provides back-up to Program Director when he or she is off site, by guiding staff and dealing with issues, consistent with the direction of Program Director; Assists Program Director in coordinating intake and maintaining a full program census; Develop and assist in implementing service plans determined by goals of program participants, including reviewing service plans with program participants, identifying progress and revising plans as needed; Produce and maintain thorough, accurate and timely documentation in service records of interactions with program participants, services provided, important information and/or events, and contacts with other agencies and service providers, as required by agency policies, and relevant contracts and regulatory agencies.; Provide outreach to program participants who are not indicating their goals or who are not engaged, to offer services to them, and to incorporate outreach in their service plans; Utilize harm reduction strategies when working with individuals experiencing drug and/or alcohol related problems; Provide crisis intervention, as necessary.

### **Experience/Requirements**

Qualified candidates must have an understanding, appreciation, and commitment to the philosophy and mission of Community Access and minimum of a high school diploma or equivalent (GED) – Bachelor's degree, preferred; must have commitment to recovery oriented practice; must be fingerprinted and cleared by the NYS Justice Center; Bilingual Spanish-speaking, preferred. Ability to speak other relevant languages, dependent upon specific needs of tenant's; Be skilled in conflict mediation/negotiation and have an assertive approach to problem solving.; Demonstrated leadership skills and ability to work as part of a team; Excellent oral and written communication skills; Ability to utilize various computer programs, specifically Microsoft Word and Excel; Be creative and flexible; Show initiative and be responsible for follow through; Ability to maintain confidential information, as related to position.

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[www.communityaccess.org](http://www.communityaccess.org)

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** SERVICE COORDINATOR**Job Location:** Citywide**Posted:** 5/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

Community Access, Inc. (CA), founded in 1974, is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy and healing-focused services. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1000 units of supportive housing in three boroughs, the Howie The Harp Advocacy Center, ThriveAtWork, Blueprint Supported Education, East Village Access—a PROS program, and a peer-driven Crisis Respite Center.

We are currently seeking qualified candidates for the position of SERVICE COORDINATOR to work in our housing programs located in Manhattan and the Bronx.

Salary is low 30's plus an excellent benefits package

**Position Overview**

The Service Coordinator provides support services to assigned program participants, including assisting with defining personal, vocational and educational goals. The Service Coordinator provides assistance to program participants using a person-centered model that supports individuals in their recovery, hopes and opportunities. A Service Coordinator is responsible for providing recovery oriented support services and outreach to assigned program participants; developing and assisting in implementing service plans determined by goals of program participants, including reviewing service plans with program participants, identifying progress and revising plan as needed; producing and maintaining thorough, accurate and timely documentation, including charts and documentation of interactions with program participants, services provided, important information and/or events; assisting program participants in advocating for quality care received from external service providers, including educating providers on special issues, etc.

**Experience/Requirements**

Qualified candidates must have minimum of a high school diploma or equivalent (GED) – Bachelor's degree, preferred; must be fingerprinted and cleared by the NYS Justice Center; commitment to recovery oriented practice; excellent oral and written communication skills; ability to maintain confidential information, as related to position; be skilled in conflict mediation/negotiation and have an assertive approach to problem solving; ability to climb several flights of stairs and travel via public transportation.

Bilingual candidates are encouraged to apply.

Interested candidates should apply via [www.communityaccess.org/jobs](http://www.communityaccess.org/jobs).

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Women, People of Color and Members of the LGBT community are strongly encouraged to apply.

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[www.communityaccess.org](http://www.communityaccess.org)



**BA/BS Required****Agency:** Baltic Street AEH, Inc. -- SSA**Site:** Baltic St. AEH, Inc. -- Aff.**Position:** Employment Specialist**Job Location:** Brooklyn**Posted:** 6/25/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

**Job Description**

The Employment Specialist will provide a full range of employment services to individuals in recovery from symptoms from Mental Illness. To assist in meeting the goals of these individuals, it will be expected that the Employment Specialist

will facilitate Behavioral Health methods and maintain awareness of Wellness Management to meet employment needs, as detailed below:

**Intake/Assessment:**

- Execute individual intake interviews of program candidates (as assigned) utilizing a person centered approach.
- Maintain updated knowledge base of potential alternative referrals for persons not able to use the program's services.

**Vocational/Employment Services:**

- Engage local businesses to further develop recognition of Networkplus in the local community.
- 10 new employer contacts made per week is required for Part-Time ES Workers, between 16 and 18 contacts made per week is required for Full-Time ES Workers.□
- The E.S. will remain well-informed on the range of the latest job postings, and share their findings with staff members. Working together with management, it is expected that the E.S. team will be more likely to connect clients with the appropriate job postings.
- Carry and maintain up-to-date 15-20 cases of individuals in need of employment services
- Develop an employment/service plan and a contract for services to be provided
- Facilitate job search preparation for Participants seeking employment
- Network with local and regional employers to develop relationships with potential places of employ to increase likelihood of Participants hire and retention
- Work individually with Participants in helping them prepare for and assist implementing their job search strategy.
- Provide ongoing support and assistance to Participants in their job search process, including outside referral, job development, entitlements counseling and advocacy.

**Job Retention Services:**

- Develop an employment support plan with Participants to assist them in successfully maintaining and progressing in their employment.
- Provide services as contracted via job coaching, employment counseling, employment support groups, career counseling or advocacy with employers.

**Documentation/Administrative:**

- Set-up and maintain case records for all Participants on caseload – updating referral material as required, collecting relevant reports and evaluations, writing progress notes for all contacts (\*Must maintain excellent record keeping and documentations)
- Assist in the collection of relevant data for the program
- Actively engage and participate in weekly intake disposition meetings facilitating communication with all other members of the service team
- Attend all scheduled staff development activities as required for the position.

**Experience/Requirements**

- Education and experience equivalent to undergraduate degree in mental health, social services, or business. Provisional Peer Specialist Certification Preferred.
- Experience working with Behavioral Health population.
- One year of job development experience preferred.
- Experience providing employment services, and knowledge of the work world are preferred.
- Ability to work as an effective team member is essential.
- Proficient in Microsoft Word and Excel.
- Knowledge of Dartmouth Individual Placement and Support (IPS) supported employment model.
- Ability to learn our data filing software system (AWARDS/Foothold).
- Ability to interact with employers, building professional relationships to provide work opportunities for the people we serve.

**Agency:** CAMBA -- SSA  
**Site:** -- Aff.  
**Position:** Assistant Program Manager  
**Job Location:** Brooklyn

**Posted:** 7/23/2018  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Chanelle Nau  
 Email:

### Job Description

CAMBA's Shelters for single men, women, and families are among the most successful in NYC. With the help of CAMBA, thousands of homeless clients receive placement in both permanent and transitional housing.

#### Position Responsibilities:

- Communicate with peers in other CAMBA shelters and external agencies on issues related to client progress and best practices.
- Work with staff to set realistic weekly and monthly performance targets in accordance with contract requirements.
- Observe direct reporting staff engaging with clients and/or supervisory staff.
- Conduct periodic internal file review and implement Quality Assurance measures as needed to ensure quality service delivery to clients (i.e.-address and investigate client complaints).
- Assist the Program Manager in providing oversight for all aspects of the program in his/her absence.
- Organize onsite and offsite training opportunities for professional development of staff.
- Ensure and maintain all regulatory agencies standards are in compliance (related to food and emergency supplies, linen, personal belongings, client mail, laundry, personal care items, etc.).
- Plan and organize program activities to maximize program contract's goals and performance targets as outlined in DHS' Performance Incentive Plan.
- Develop program content to address residents needs related to ADL, Time Management, Critical Thinking, shelter rules and regulations.
- Plan, coordinate and facilitate social/peer support and ADL events.
- Troubleshoot client and direct reporting staff program problems.
- Develop and implement crisis prevention and/or intervention strategies to ensure a safe and secure environment.
- Conduct and document one-on-one supervision of direct reporting staff to assess and improve work performance (i.e. identify training needs, professional development, etc.).
- Prepare performance appraisals for direct reporting staff.
- Immediately report to the appropriate Program Manager/Program Director any: monitoring visits or funders' events; significant events and any incident that might subject CAMBA to liability.

### Experience/Requirements

- Bachelor's degree with two years of applicable experience and/or equivalent experience.
- Ability to be on call 24 hours a day, 7 days a week.

To be considered for this impactful opportunity, send your resume with cover letter in MS word attachment to [submitresumes@CAMBA.org](mailto:submitresumes@CAMBA.org). In the subject line, please write the position you are applying for (Assistant Program Manager – Homeless Shelter).

**Agency:** CAMBA -- SSA  
**Site:** -- Aff.  
**Position:** Case Manager Sup.  
**Job Location:** Brooklyn

**Posted:** 7/23/2018  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Chanelle Nau  
 Email:

### Job Description

CAMBA's Shelters, temporarily housing single men, women and families, are among the most successful in NYC, resulting in placement of thousands of homeless clients in permanent and transitional housing. Recent increases in capacity, awarded by NYC DHS, have resulted in expanded professional opportunities in these Brooklyn facilities.

#### Essential Functions:

- Plan and execute shelter activities, meet contracted goals, ensure that all direct reporting staff complete individual and group case management documentation notes; housing applications, ILPs and referrals to providers, including psychiatric referrals, service plans, recertification and psychiatric assessments.
- Collaborate to develop programming to address clients' needs related to housing, substance abuse treatment, mental health and/or employment.
- Provide crisis management and interventions with clients, ensure teamwork and ensure consistent services in accordance with program policies and procedures.
- Develop workshops for client engagement, conduct field visits, and plan programming to increase community and citywide resources and incentives for client participation.

### Experience/Requirements

- BA or BS and two years of applicable experience, and/or equivalent experience.
- Masters' degree preferred. A license is required of these Masters' degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).

To be considered for this impactful opportunity, send your resume with cover letter in MS word attachment to [submitresumes@CAMBA.org](mailto:submitresumes@CAMBA.org). In the subject line, please write the position you are applying for (Case Manager Supervisor – Homeless Shelter).

## MA-MSW-CSW Required

**Agency:** CAMBA -- SSA  
**Site:** -- Aff.  
**Position:** Asst. Dir. Of Social Services  
**Job Location:** Brooklyn

**Posted:** 7/23/2018  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Chanelle Nau  
 Email:

### Job Description

CAMBA's Shelters for single men, women and families are among the most successful in NYC, placing thousands of homeless clients in permanent and transitional housing.

#### Position Responsibilities:

- Ensure the smooth day-to-day running, coordination and supervision of all case management staff, clinical services, and Recreation programming and activities in accordance with all program goals, targets, and performance outcomes and all CAMBA and program policies, procedures, and protocols.

### Experience/Requirements

- Master's degree and three years of applicable experience.
- Ability to be on call 24 hours a day, 7 days a week.

To be considered for this impactful opportunity, send your resume with cover letter in MS word attachment to [submitresumes@CAMBA.org](mailto:submitresumes@CAMBA.org). In the subject line, please write the position you are applying for (Assistant Director of Social Services – Homeless Shelter).

**Agency:** CAMBA -- SSA  
**Site:** -- Aff.  
**Position:** LCSW Supervisor  
**Job Location:** Brooklyn

**Posted:** 7/23/2018  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Chanelle Nau  
 Email:

### Job Description

CAMBA's Shelters for single men, women, and families are among the most successful in NYC. With the help of CAMBA, thousands of homeless clients receive placement in both permanent and transitional housing.

#### Position Responsibilities:

- Comply with all Federal, State, City and CAMBA security and privacy policies intended to protect the security and privacy of individually identifiable health information.
- Communicate effectively with clients, direct reporting staff, peers, supervisors, and funders.
- Plan and organize program activities to maximize program contract's goals and performance targets.
- Provide training and support to staff and team members regarding psychoeducation, mental health assessments and other techniques (i.e., motivational interviewing).
- Develop and implement quarterly training sessions for the continued education and professional development of shelter staff.
- Ensure that all direct reporting staff completes all necessary documentations including ILPs and referrals to providers as required.
- Assist with the development of program content to address residents needs related to housing, substance abuse treatment, mental health and employment.
- Conduct and document one-on-one supervision of direct reporting staff to assess and improve work performance i.e. identify training needs, professional development etc.
- Overcome resistance to change from clients, direct reporting staff, and supervisors/funders.
- Monitor clients' progress toward their goals (dates achieved) and document via progress notes.
- Prepare performance appraisals for directed reporting staff.
- Conduct chart auditing of client files (i.e., paper and electronically)
- Provide all required information for weekly/monthly/quarterly/semester/annual reports to CAMBA management and/or to funders.

### Experience/Requirements

- Master's degree and three years of applicable experience, and/or equivalent experience. (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, and Art Therapy).
  - Experience working with low-income, high-needs families.
  - Completed NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.
  - Knowledge about child development, trauma informed care, culturally affirming and responsive work, and family-based clinical interventions.
- To be considered for this impactful opportunity, send your resume with cover letter in MS word attachment to submitresumes@CAMBA.org. In the subject line, please write the position you are applying for (LCSW Supervisor – Homeless Shelter).

**Agency:** CAMBA -- SSA  
**Site:** -- Aff.  
**Position:** LMSW Social Worker  
**Job Location:** Brooklyn

**Posted:** 7/23/2018  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Chanelle Nau  
 Email:

### Job Description

CAMBA's Shelters, temporarily housing single men, women and families, are among the most successful in NYC, resulting in placement of thousands of homeless clients in permanent and transitional housing. Recent increases in capacity, awarded by NYC DHS, have resulted in expanded professional opportunities in these Brooklyn facilities.

#### Essential Functions:

- Conduct initial psycho-social assessment of clients and their families in addition to providing individual and/or group counseling services.
- Monitor, reassess and document ongoing consistent client contact.
- Consult with others both inside and outside of CAMBA to identify client barriers with effective solutions.

### Experience/Requirements

- A Licensed Master Social Work (LMSW) is required for this position.

To be considered for this impactful opportunity, send your resume with cover letter in MS word attachment to submitresumes@CAMBA.org. In the subject line, please write the position you are applying for (Social Worker – Family Shelter).

**Agency:** CAMBA -- SSA  
**Site:** -- Aff.  
**Position:** Supervisor II Clinical  
**Job Location:** Brooklyn

**Posted:** 7/23/2018  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Chanelle Nau  
 Email:

### Job Description

CAMBA's Shelters for single men, women, and families are among the most successful in NYC, resulting in the placement of thousands of homeless clients in permanent and transitional housing.

#### Position Responsibilities:

- Plan and execute shelter activities, meet contracted goals, ensure that all direct reporting staff complete individual and group case management documentation notes, housing applications, ILPs and referrals to providers, including psychiatric referrals, service plans, recertification and psychiatric assessments.
- Develop programming to address clients' needs related to housing, substance abuse treatment, mental health and/or employment.
- Provide crisis management and intervention with clients in accordance to program policies and procedures.
- Develop workshops for client engagement, conduct field visits, and plan programming to increase community and citywide resources and incentives for client participation.

### Experience/Requirements

- Licensed Master's Degree in Social Work (LMSW), Licensed Mental Health Counselor or Licensed Master's Degree in Counseling/Guidance and 2 years of supervisory experience
- Prior supervisory experience is imperative.

To be considered for this impactful opportunity, send your resume with cover letter in MS word attachment to submitresumes@CAMBA.org. In the subject line, please write the position you are applying for (Supervisor II (Clinical) – Homeless Shelter).

**Agency:** Center for Urban Community Services -- SHA

**Site:** CUCS -- SHA

**Position:** CLINICAL SUPERVISOR

**Job Location:** Manhattan

**Posted:** 6/11/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Email:

### Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Clinical Supervisor position at the Christopher. The Christopher is located in the Chelsea neighborhood of Manhattan, a 167 unit supportive housing residence for low income tenants, many of whom have histories of mental illness, homelessness, substance abuse, and /or HIV/AIDS. The Clinical Supervisor is responsible for the supervision and direct oversight of a clinical services team. This position has significant decision making, supervisory, administrative, program management and service delivery responsibilities, including ensuring staff productivity, the achievement of measurable outcomes, and recipient satisfaction. This person will also be expected to participate in and contribute to a program culture that is client centered, outcome oriented, and dedicated to continuous quality improvement.

### Experience/Requirements

LCSW Preferred  
Strong writing and verbal communication skills  
Post-masters direct service experience with populations served by program preferred  
Strong clinical assessment skills  
Computer literacy  
Strong interpersonal and organizational skills  
Sound judgment, good decision making skills and high degree of professionalism  
Bilingual English/Spanish preferred  
Candidates without an LCSW will be considered if:  
Candidate has LMSW and made significant progress toward obtaining their LCSW. Applicants with LMSW must have accumulated the following to be considered:  
At least 18 months of eligible LCSW practice time  
At least 1320 of the state required 2000 hours of LCSW practice time  
At least 67 of the state required 100 hours of LCSW supervision.  
Send resume and cover letter to the following email address:  
Jeremiah.Hulbert@cucs.org

Applicants will only be considered for positions they apply for.

CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

**Agency:** Center for Urban Community Services -- SHA

**Site:** CUCS -- SHA

**Position:** EMPLOYMENT SERVICES SUP

**Job Location:** Citywide

**Posted:** 6/11/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Email:

### Job Description

The Career Network, an innovative and exciting program has implemented the Evidence-based practice of supported employment in CUCS' supported housing programs and offers Supported Employment Services to individuals with special needs living in the community at large. We work with individuals with various special needs including a history of severe and persistent mental illness, HIV/AIDS and or a history of homelessness. Our mission is to assist program participants in achieving their employment goals. The program seeks to assist participants in living a full and satisfying life in the community. The Employment Services Supervisor is responsible for the supervision of a team of Employment Specialists. This position has significant decision making, supervisory, administrative, program management, program development, inter-team coordination and contract regulatory/policy compliance. The Employment Services Supervisor will be responsible for managing various employer relationships along with establishing and maintaining relationships with external referral sources. This is a dynamic position which offers the opportunity to impact the growth and development of the program on multiple levels. The Employment Services Supervisor is part of the program's management team. This position offers the opportunity to develop managerial skills, provide direct supervision to a team of master's level social workers and provide crisis intervention, assessment and other support of program participants as needed. The underlying premise of the program is that employment can and does play an integral part in a person's recovery path.

### Experience/Requirements

LCSW, experience with related populations, supervisory experience preferred. Candidates within 6 months of eligibility for their LCSW license are encouraged to apply.  
Strong clinical skills required.  
Strong verbal and written communication skill and computer literacy required.  
Current CUCS employees who have not yet obtained the LCSW will be considered if they have accumulated at least 18 months of eligible LCSW practice time and are licensed as an LMSW.  
Send resume and cover letter to the following email address:  
Jordan.Horowitz@cucs.org  
Applicants will only be considered for positions they apply for.  
CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Social Worker**Job Location:** Manhattan**Posted:** 7/9/2018**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

Work in tandem with scheduled per diem case manager to provide a wide range of clinical services to tenants, including but not limited to: Wellness outreach to tenants, supportive counseling, facilitating organized activities, crisis intervention, risk assessments, assistance with self administration of medications, community escorts, and coordination with hospitals/collateral providers.

The per diem social worker will supervise the Friday evening and Saturday program, in coordination with on-call staff as needed.

**Experience/Requirements**

- LMSW or LCSW
  - Related experience working in housing and/ or with special populations including individuals with mental illness, substance abuse disorders or history of homelessness.
  - Good verbal and written communications skills.
  - Computer literacy.
  - Leadership/supervisory experience preferred.
  - Bilingual Spanish/English preferred.
  - Must have weekend availability at a minimum of two weekends, monthly
- Schedule: Alternate weekends, Friday evenings 4pm – 9pm & Saturday 10am – 4pm, including some holidays.  
Friday arrival time can be negotiated for otherwise strong candidates.

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Manhattan**Posted:** 7/9/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Social Worker is part of a six person team and is responsible for providing a full range of direct services to clients with particular emphasis on mental health, physical health, and substance abuse services. Responsibilities include crisis-intervention, medication management and regulatory compliance. Additional responsibilities include training in, and utilization of a broad array of Evidence Based Practices such as: Wellness Self-Management, Supported Employment, Person Centered Service Planning, and Motivational Interviewing. We are seeking a candidate that embraces a recovery orientation, a harm reduction approach, and a dedication to helping our clients live a full and satisfying life in the community.

Come join a fun, dynamic team, of 24 other people that are dedicated and passionate about helping our clients overcome past abuses, traumas, homelessness and substance abuse to live better lives!

**Experience/Requirements**

- Master's Degree in Social Work is required.
- An LMSW is required within six months of hire.
- Recent and upcoming graduates and experienced clinicians encouraged to apply.
- Computer literacy required.
- Must be able to work effectively as part of a team.
- Bilingual Spanish / English strongly preferred.

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** SOCIAL WORKER**Job Location:** Manhattan**Posted:** 7/9/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Social Worker position at the Uptown Community Apartments Program. The program provides off-site services primarily to special needs individuals and families with histories of homelessness, mental illness and/or substance abuse. Additionally, the Uptown Program took on a new expansion initiative in 2013 to house homeless NY/NY approved individuals and families who have a housing subsidy such as HUD-VASH for Veterans or LINC IV for individuals residing in DHS shelters. The individual, families and veterans are located in six-buildings within the Harlem/Washington Heights community as well as Scattered Site apartments throughout Harlem/Washington Heights and the Bronx. The services provided include contacting brokers and landlords to find apartments for clients, and then assisting clients to move into the apartments. Once housed clients are provided case management services such as outreach, crisis prevention and intervention, psychiatric assessment and treatment, medication monitoring, information and referral, money management and collaborative service planning and support services to families.

**Responsibilities:**

The Social Worker will provide a range of clinical services to help clients live full and satisfying lives in the community. The Social Worker will help their team and program to function well and meet their contractual obligations for both congregate and scattered site housing, and strive as appropriate to their role, to fulfill the CUCS programs' core purpose, core values, and vision statements. This position is ideal for recent graduates.

**Experience/Requirements**

- MSW required, LMSW preferred
  - Excellent outreach, assessment, written and verbal communication skills
  - Computer literacy required
- Bilingual Spanish / English preferred  
Send resume and cover letter to the following email address:  
Russell.Baptist@cucs.org

Applicants will only be considered for positions they apply for.  
CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Brooklyn**Posted:** 7/9/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Social Worker is responsible for working with an assigned group of clients to help them live full and satisfying lives in the community; helping their team and program to function well and meet their contractual obligations; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements.

While the Social Worker is principally responsible for providing services directly to clients and in doing that to function with a level of autonomy that is appropriate to their professional training and experience, they are also expected to understand and support the management activities that ensure the good functioning of the team and the program as a whole. They may also be expected to provide oversight and support to their team in the absence of the Clinical Supervisor. The Social Worker may be assigned additional responsibilities. It requires attention to detail, strong writing and verbal communication skills, and computer literacy.

**Experience/Requirements**

Master's Degree in Social Work (LMSW will be required when required by New York State to provide Social Work services)

Good verbal and written communication skills

Computer literacy

Bilingual Spanish/English preferred