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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. **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
Friday, December 9, 2016.

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. The web address is <http://www.cucs.org/jobs-journal>.

Fountain House Employment Programs

Fountain House, a community center for individuals with mental illness, was founded in 1948 in New York City, and has been the model for hundreds of similar ventures in many countries. Fountain House focuses on work, wellness, and social relationships. In regard to work, at Fountain House 65 percent of its members obtain employment through Fountain House programs. This is in contrast to an employment rate in the United States of 15 percent for people with serious mental illness. Fountain House members can follow two distinct job paths: Transitional Employment (TE) or Supported Employment (SE). In the former, members obtain part-time jobs that are six months in duration, while in the latter, members obtain part-time or full-time, ongoing jobs at corporations throughout New York City with which Fountain House has longtime partnerships.

Fountain House has also developed social cooperatives to foster entrepreneurship among its members and provide them with advisory, administrative and financial support. Social cooperatives are member owned and run. An example is *Phoenix Collective*, located in office space provided by Fountain House, which provides office support. Fountain House has also launched social enterprises—which are owned by Fountain House but staffed by members, who learn skills that are transferable in the marketplace. Among these is *Bluebird Designs*, a floral arrangement and landscaping company.

For more information on Fountain House employment programs, please visit:

<http://www.fountainhouse.org/what/model/employment>

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) 803-5880; e-mail: 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

Note: A cover letter should always be included with resume. Also, if both Salary and Pay/Hr. fields are blank, salary offered will be commensurate with applicant's experience.

The CUCS Jobs Journal Wednesday, November 23, 2016

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
No Educational Requirement						
Center for Urban Community Services -- SHA	Messenger	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 Messenger. CUCS operates more than 20 sites throughout New York City (Bronx, Manhattan and Brooklyn). The messenger's responsibilities include but are not limited to:	<ul style="list-style-type: none"> •Ability to be in transit for the majority of the day either on foot or using the NYC subway system while carrying packages and mail of up to 15lbs •Good interpersonal and organizational skills •Interest in working with a diverse population •Ability to utilize NYC subway system and other public transportation independently •Ability to walk up and down several flights of stairs •Prior messenger and delivery experience preferred 	Posted: 10/28/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Priscilla Rojas Email:
CUCS -- SHA	Citywide	<ul style="list-style-type: none"> •Start shift at CUCS' East Harlem office and travel to CUCS sites according to schedule. •Pick up and drop off interoffice mail at all CUCS sites daily during office hours, requiring travel on foot and using the NYC subway system. •Sort interoffice mail according to site, ensuring that the mail is delivered to proper site. •Ensure that mail is not opened while in the process of delivery. •Ensure that any undelivered mail is secured in CUCS offices by end of work day. •Deliver mail to the US Post Office, FedEx office other courier delivery services. •Complete assignments within established time frames. 	<p>To apply online, please follow the link below: https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=50820&lang=en_US&source=CC2</p> <ul style="list-style-type: none"> •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. 			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Center for Urban Community Services -- SHA	Peer Bridger	The Scattered Site Apartment Program provides ongoing supportive housing services to individuals with a mental illness in Manhattan and the Bronx. This includes assessment, service planning, crisis prevention and intervention, money management, medication monitoring, and development of a support network. The role of the Peer Bridger is to use lived experiences to support program participants as they continue on the path to recovery. Responsibilities: The Peer Bridger will coordinate with the team to provide supportive case management services to support our service recipients achieve their goals and successfully maintain housing in the community. This person will engage service recipients in a personal, supportive manner, creating a relationship that emphasizes recovery and connecting with additional support services. The Peer Bridger will also act as a mentor, aiding and modeling interactions with landlords/neighbors, activities of daily living, and the maintenance of a home. This person will be expected to participate in and contribute to a program culture that is person-centered, outcome-oriented and dedicated to continuous quality improvement. This is a 14 hour per week part-time position.	<ul style="list-style-type: none"> •Must be familiar with Manhattan and the Bronx and comfortable using public transportation. •Completion of Peer Bridger training program (i.e. NYAPRS, Howie the Harp, etc) strongly preferred. •Bilingual (English/Spanish) a plus. •Ability to appropriately discuss personal experience with homelessness, mental illness, substance use, or the criminal justice system to model and inspire recovery. <p>To apply online, please follow the link below: https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33490&lang=en_US&source=CC2</p> <ul style="list-style-type: none"> •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. 	Posted: 11/23/2016 Benefits: Unknown	FT/PT: PT Hrs/Week: Salary: Pay/Hr:	Name: Priscilla Rojas Email:
— — — — — CUCS -- SHA	— — — — — Citywide					

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
HS Diploma/GED Required						
Baltic Street AEH, Inc. -- SSA	Administrative Assistant	Baltic Street Advocacy, Employment and Housing, Inc. is seeking highly motivated and energetic candidates to fill a position in Community Links that will provide state of the art Wellness & Recovery services to young adults in New York City. Applicants for the position of Administrative Assistant will perform a full range of services that support the successful pursuit of educational goals identified by service recipients.	1.Experience as a Peer Advocate or other related experience. 2.Certified with the Academy of Peer Services or completion of certification within the first two months of employment. 3.Good oral and written communication skills. 4.Type 25 words per minute. 5.Good office and computer skills. 6.High School Diploma or GED required.	Posted: 10/28/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Marianna Barbarash Email: mbarbarash@balticstreet.org
Baltic St. AEH, Inc. -- Aff.	Citywide	<p>Because the onset of serious mental illnesses typically occurs during late adolescence or young adulthood, people often have had their educations, careers, interests and other life pursuits interrupted. The program seeks to help people to identify and define their educational needs based on their vocational goals. The program also seeks to identify and create access to appropriate resources in order to meet the needs and mitigate the unique challenges encountered by service recipients. Administrative Assistant will support educational counselors that assist through a personalized peer support relationship, and work with individuals to identify assets, challenges, and appropriate resources. This is not a site- based model; most services will be delivered in groups and individually in the community.</p> <p>Respondents should demonstrate that they have experience and interest in providing administrative support in mental health services to Young Adults. Greater consideration will be given to respondents with two years or more of relevant experience.</p> <p>Title:Administrative Assistant Program/Department: Community Links Hours of Work:Part-time 20 Hours per week Source of Supervision: Program Manager</p>	<p>Essential Functions:</p> <ol style="list-style-type: none"> 1.Answer phones, direct calls, take messages. 2.Type correspondence, and design office forms as directed by the Office Manager. 3.Data entry and mail merge from MS Access and Excel database. 4.Sort and distribute incoming mail, post outgoing mail. 5.Stock and distribute office supplies 6.Various tasks as assigned by the supervisor that are necessary to meet service contracts and other reporting deadlines. 7.Filing correspondence and other miscellaneous items. <p>Other Duties:</p> <ol style="list-style-type: none"> 1.Perform other duties as assigned by the supervisor. <p>Send Resume and Cover Letter to: Marianna Barbarash Baltic Street AEH, Inc. 9201 4th Ave. 5th Fl, Brooklyn, New York 11209 Fax (718) 833-5930 e-mail mbarbarash@balticstreet.org</p>			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Baltic Street AEH, Inc. -- SSA	Administrative Assistant	Source of Supervision: Division Director - SIPAC/Bridger II/SI Lodge Bridger Program Supervisor – SI Lodge Bridger Program Program Supervisor – Bridger II Program Program Supervisor - Staten Island Peer Advocacy Program	Minimum Qualifications: Good oral and written communication skills. Type 25 words per minute. MS Word, Access, Excel. Experience in Peer Advocacy or other related experience. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Must be eligible to sit for APS certification (www.academyofpeerservices.org) High School Diploma or GED required.	Posted: 11/11/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Marianna Barbarash Email: mbarbarash@balticstreet.org
Baltic St. AEH, Inc. -- Aff.	Staten Island	Essential Functions: 1. Answer phones, direct calls, take messages. 2. Type correspondence, and design office forms. 3. Data entry and mail merge from MS Access and Excel database. 4. Sort and distribute incoming mail, post outgoing mail. 5. Stock and distribute office supplies 6. Various tasks as assigned by the supervisor that are necessary to meet service contracts and other reporting deadlines. 7. Filing correspondence and other miscellaneous items. Other Duties: 1. Perform other duties as assigned by the supervisor.	Hours of Work: Monday to Friday, 40 Hours per week. Send Resume and Cover Letter to: Marianna Barbarash Baltic Street AEH, Inc. 9201 4th Ave, Brooklyn NY 11209 Fax (718)833-5930 e-mail mbarbarash@balticstreet.org			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Baltic Street AEH, Inc. -- SSA	Employment Specialist	Baltic Street AEH Inc. seeks applicants for the position of Employment Specialist. The successful applicant will perform a full range of vocational/employment services in a program that serves adult consumers of mental health services. Candidate should have familiarity and experience with Self-Help Recovery Model and its relevance to providing Vocational Rehabilitation Services that endorses empowerment of the consumer.	<ul style="list-style-type: none"> •Specific experience in Employment Counseling, or Vocational Rehabilitation with adults preferably with mental illness. •Looking for Specialized areas of skills in Job Developing, Assessment and retention services •Ability to independently make informed decisions that directly impact on employment outcomes for clients and employers •Proficient in MS Office and MS Word, Excel and Outlook computer skills. •High school diploma required. 	Posted: 10/28/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Marianna Barbarash Email: mbarbarash@balticstreet.org
Baltic St. AEH, Inc. -- Aff.	Brooklyn	<p>1 Full Time Position – 40 hours a week</p> <p>ESSENTIAL FUNCTIONS</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> •Assist individuals by providing job readiness and vocational services that develop & define steps toward goals (in measurable outcomes) that enhance self-reliance and greater community interdependence. •Contacts employers by mail, phone, e-mail, and in person to develop appropriate job openings; prepares job orders, conducts extensive outreach to employers and potential employers to market trainees, to increase pool of employers, increase job bank listing and develop new job orders. •Serve as a liaison between individuals, their employers, and community agencies; responsible for developing and coordinating community resources and program services activities, including internships and job placements •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 employment plans, assisting program team with planned activities. •Facilitate job search; work readiness workshops •Conduct orientation groups and individual intake interviews, present new intake case presentations •Assist clients with assessment, pre-employment, employment, and follow-along services •Provide counseling and support to identify/establish vocational goals and job interests of the participant, as well as, administering/arranging for interest/skill assessments as needed 	<p>Send Resume and Cover Letter specifying background and qualifications to:</p> <p>Marianna Barbarash Baltic Street AEH, Inc. 9201 4th Ave, 5th Floor Brooklyn, NY 11209 Fax (718) 833-5930 e-mail mbarbarash@balticstreet.org</p>			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Baltic Street AEH, Inc. -- SSA	HOUSING SPECIALIST	Baltic Street AEH, Inc. seeks applicants for the position of Housing Specialist. The incumbent will provide supported housing services to adults diagnosed with mental illness in the Bronx and Brooklyn. Join an innovative agency providing services through empowerment. Must possess the ability to reason clearly and make sound judgments. The ability to communicate clearly and effectively and to establish and maintain satisfactory relations with others is a must. One Full-time Position – 40 hours a week	Experience as a housing case manager/advocate, or other related experience. Certified with the Academy of Peer Services or completion of certification within the first two months of employment Good communication skills and knowledge of self-help recovery model and its relevance to providing housing services techniques. High School Diploma or GED required. Computer skills required. Bilingual preferred.	Posted: 10/28/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Marianna Barbarash Email: mbarbarash@balticstreet.org
Baltic St. AEH, Inc. -- Aff.	Citywide	ESSENTIAL FUNCTIONS Provide supported housing services to a caseload of adults diagnosed with mental illness. Facilitate group meetings, workshops and training sessions which includes sharing your own recovery story/experience with consumers. Assist residents in finding and keeping housing, and formulating and implementing housing support plans. Maintain good working relationships with residents and landlords. Provide information, referral and advocacy.	Send or fax resume to: Marianna Barbarash Baltic Street AEH, Inc. 9201 4th Ave, Brooklyn NY 11209 Fax (718) 833-5930 Telephone (718) 833-5929 E-mail:mbarbarash@balticstreet.org			
Baltic Street AEH, Inc. -- SSA	PEER ADVOCATE	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 as a Peer Advocate, or other related experience. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Knowledge of self-help techniques. Basic working knowledge of mental health services. Good reading and writing Skills. Clean drivers license a plus. Office and computer skills are required. Bilingual Spanish preferred High School Diploma or GED required	Posted: 10/28/2016 Benefits: Unknown	FT/PT: PT Hrs/Week: Salary: Pay/Hr:	Name: Marianna Barbarash Email: mbarbarash@balticstreet.org
Baltic St. AEH, Inc. -- Aff.	Bronx	One Part-time – 20 hrs ESSENTIAL FUNCTIONS: Provide linkages to services including Mental Health, Legal, Housing, Education, Medical, Social, and Financial Services, etc. Aid recipients to obtain services for themselves. Facilitate and co-facilitate recovery and self-help groups, which includes sharing one's own recovery story/experience with consumers, and functioning as a role model exhibiting competency in personal recovery. Work with clients via phone and walk-in. Persist and follow through until cases are complete. Outreach to communities.	Send or fax resume to: Marianna Barbarash Baltic Street AEH, Inc. 9201 4th Ave, Brooklyn NY 11209 Fax (718) 833-5930 Email mbarbarash@balticstreet.org			

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Baltic Street AEH, Inc. -- SSA Baltic St. AEH, Inc. -- Aff.	PEER ADVOCATE Bronx	<p>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.</p> <p>Two Full-time – 40 hrs</p> <p>ESSENTIAL FUNCTIONS: Provide linkages to services including Mental Health, Legal, Housing, Education, Medical, Social, and Financial Services, etc. Aid recipients to obtain services for themselves. Facilitate and co-facilitate recovery and self-help groups, which includes sharing one's own recovery story/experience with consumers, and functioning as a role model exhibiting competency in personal recovery. Work with clients via phone and walk-in. Persist and follow through until cases are complete. Outreach to communities.</p>	<p>Experience as a Peer Advocate, or other related experience. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Knowledge of self-help techniques. Basic working knowledge of mental health services. Good reading and writing Skills. Clean drivers license a plus. Office and computer skills are required. Bilingual Spanish preferred. High School Diploma or GED required</p> <p>Send or fax resume to:</p> <p>Marianna Barbarash Baltic Street AEH, Inc. 9201 4th Ave, Brooklyn NY 11209</p> <p>Fax (718) 833-5930 Email mbarbarash@balticstreet.org</p>	<p>Posted: 10/28/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Marianna Barbarash Email: mbarbarash@balticstreet.org</p>
Baltic Street AEH, Inc. -- SSA Baltic St. AEH, Inc. -- Aff.	PEER ADVOCATE Bronx	<p>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.</p> <p>One Part-time – 20 hrs</p> <p>ESSENTIAL FUNCTIONS: Provide linkages to services including Mental Health, Legal, Housing, Education, Medical, Social, and Financial Services, etc. Aid recipients to obtain services for themselves. Facilitate and co-facilitate recovery and self-help groups, which includes sharing one's own recovery story/experience with consumers, and functioning as a role model exhibiting competency in personal recovery. Work with clients via phone and walk-in. Persist and follow through until cases are complete. Outreach to communities.</p>	<p>Experience as a Peer Advocate, or other related experience. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Must be eligible to sit for APS certification (www.academyofpeerservices.org) Knowledge of self-help techniques. Basic working knowledge of mental health services. Good reading and writing Skills. Clean drivers license a plus. Office and computer skills are required. Bilingual Spanish preferred High School Diploma or GED required</p> <p>Send or fax resume to:</p> <p>Marianna Barbarash Baltic Street AEH, Inc. 9201 4th Ave, Brooklyn NY 11209</p> <p>Fax (718) 833-5930 Email mbarbarash@balticstreet.org</p>	<p>Posted: 11/11/2016 Benefits: Unknown</p>	<p>FT/PT: PT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Marianna Barbarash Email: mbarbarash@balticstreet.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Baltic Street AEH, Inc. -- SSA	PEER ADVOCATE BRIDGER	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.	<ul style="list-style-type: none"> •Personal experience as a Peer Advocate/Peer Bridger, or other related experience. •Certified with the Academy of Peer Services or completion of certification within the first three to six months of employment. •Good communication skills, knowledge of self-help techniques, and group facilitation skills. •Basic computer skills required. Good reading and writing skills. •Mica background helpful. •Bilingual helpful. •High School Diploma or GED required 	Posted: 9/16/2016 Benefits: Unknown	FT/PT: PT Hrs/Week: Salary: Pay/Hr:	Name: Marianna Barbarash Email: mbarbarash@balticstreet.org
Baltic St. AEH, Inc. -- Aff.	Brooklyn	<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> •Working on both outpatient and inpatient units. •Provide such services as travel training, connecting to neighborhood resources, and shopping skills. •Facilitate and co-facilitate recovery and self-help groups, which includes sharing one's own recovery story/experience with consumers, and functioning as a role model exhibiting competence in personal recovery. •Facilitate groups to assist consumers in living, learning, working, socialization skills, coping skills, conflict resolution, and medication management •Provide individual advocacy, self-help and empowerment tools to clients in the hospital and the community. •Record full case notes and service hours. •Interact with, establish and maintain cooperative relationships with Kingsboro personnel. 	<p>Send or fax resume and cover letter to: Marianna Barbarash Baltic Street AEH, Inc. 9201 4th Ave, Brooklyn NY 11209</p> <p>Fax (718) 833-5930 Email mbarbarash@balticstreet.org</p>			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Baltic Street AEH, Inc. -- SSA	PEER ADVOCATE BRIDGER	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.	<ul style="list-style-type: none"> •Experience as a Peer Advocate/Peer Bridger, or other related experience. •Basic knowledge of mental health and community resources. •Certified with the Academy of Peer Services or completion of certification within the first two months of employment. •Good communication skills, knowledge of self-help techniques, and group facilitation skills. •Valid clean driver's license a plus. •Proficient computer skills required. Good reading and writing skills. •Bilingual Spanish preferred. •High School Diploma or GED required. 	Posted: 10/28/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Marianna Barbarash Email: mbarbarash@balticstreet.org
Baltic St. AEH, Inc. -- Aff.	Staten Island	<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> •Working on both outpatient and inpatient units. •Provide such services as travel training, connecting to neighborhood resources, and shopping skills. •Facilitate and co-facilitate recovery and self-help groups, which includes sharing one's own recovery story/experience with consumers, and functioning as a role model exhibiting competency in personal recovery. •Facilitate groups to assist consumers in living, learning, working, socialization skills, coping skills, conflict resolution, and medication management •Provide individual advocacy, self-help and empowerment tools to clients in the hospital and the community. •Record full case notes and service hours. •Interact with, establish and maintain cooperative relationships with South Beach Psychiatric Center personnel. 	<p>Send or fax resume and cover letter to: Marianna Barbarash Baltic Street AEH, Inc., 9201 4th Ave, Brooklyn, NY 11209 Fax (718) 833-5930 Telephone (718) 833-5929 Email mbarbarash@balticstreet.org</p>			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Baltic Street AEH, Inc. -- SSA	PEER ADVOCATE BRIDGER	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.	<ul style="list-style-type: none"> •Experience as a Peer Advocate/Peer Bridger, or other related experience. •Certified with the Academy of Peer Services or completion of certification within the first two months of employment. •Basic knowledge of mental health and community resources. •Good communication skills, knowledge of self-help techniques, and group facilitation skills. •Valid clean drivers' license a plus. •Office and computer skills is a must. •Mica background helpful. •Bilingual Spanish preferred. •High School Diploma or GED required. 	Posted: 10/28/2016 Benefits: Unknown	FT/PT: PT Hrs/Week: Salary: Pay/Hr:	Name: Marianna Barbarash Email: mbarbarash@balticstreet.org
Baltic St. AEH, Inc. -- Aff.	Staten Island	<p>Peer Advocate Bridger PT – 20 hrs</p> <p>Essential Functions:</p> <ul style="list-style-type: none"> •Provide individual and group advocacy, self-help information, empowerment tools, and information on recovery to consumers in the hospital and the community. •Facilitate and co-facilitate recovery and self-help group groups, which includes sharing one's own recovery story/experience with consumers, and functioning as a role model exhibiting competency in personal recovery. •Provide training in coping skills, conflict resolution, medication management, and travel. •Maintain records of contacts and services. •Work with and maintain cooperative relationships with South Beach personnel. 	<p>Send or fax resume to:</p> <p>Marianna Barbarash Baltic Street AEH, Inc. 9201 4th Avenue, 5th Floor Brooklyn, NY 11209 Fax (718) 833-5930 Telephone (718) 833-5929</p>			

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Baltic Street AEH, Inc. -- SSA	PEER ADVOCATE BRIDGER	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.	<ul style="list-style-type: none"> •Personal experience as a Peer Advocate/Peer Bridger, or other related experience. •Certified with the Academy of Peer Services or completion of certification within the first three to six months of employment. •Good communication skills, knowledge of self-help techniques, and group facilitation skills. •Basic computer skills required. Good reading and writing skills. •Mica background helpful. •Bilingual helpful. •High School Diploma or GED required 	Posted: 10/28/2016 Benefits: Unknown	FT/PT: PT Hrs/Week: Salary: Pay/Hr:	Name: Marianna Barbarash Email: mbarbarash@balticstreet.org
Baltic St. AEH, Inc. -- Aff.	Brooklyn	<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> •Working on both outpatient and inpatient units. •Provide such services as travel training, connecting to neighborhood resources, and shopping skills. •Facilitate and co-facilitate recovery and self-help groups, which includes sharing one's own recovery story/experience with consumers, and functioning as a role model exhibiting competence in personal recovery. •Facilitate groups to assist consumers in living, learning, working, socialization skills, coping skills, conflict resolution, and medication management •Provide individual advocacy, self-help and empowerment tools to clients in the hospital and the community. •Record full case notes and service hours. •Interact with, establish and maintain cooperative relationships with Kingsboro personnel. 	<p>Send or fax resume and cover letter to: Marianna Barbarash Baltic Street AEH, Inc. 9201 4th Ave, Brooklyn NY 11209</p> <p>Fax (718) 833-5930 Email mbarbarash@balticstreet.org</p>			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Baltic Street AEH, Inc. -- SSA	SUPPORTED EDUCATION COUNSELOR	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.	<ul style="list-style-type: none"> •Specific experience in Employment or Education Counseling, or Vocational Rehabilitation with adults preferably with mental illness. •Must be eligible to sit for APS certification (www.academyofpeerservices.org) •Certified with the Academy of Peer Services or completion of certification within the first two months of employment. •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. 	Posted: 11/23/2016 Benefits: Unknown	FT/PT: FT Hrs/Week:	Name: Marianna Barbarash Email: mbarbarash@balticstreet.org
Baltic St. AEH, Inc. -- Aff.	Brooklyn	<p>Full Time Position – 40 hours a week ESSENTIAL FUNCTIONS</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> •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, 	<p>Cover Letter Required Send or fax resume to: Marianna Barbarash</p>		Salary: Pay/Hr:	

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		administering/arranging for interest/skill assessments as needed				

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Baltic Street AEH, Inc. -- SSA	SUPPORTED EDUCATION COUNSELOR	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.	<ul style="list-style-type: none"> •Specific experience in Employment or Education Counseling, or Vocational Rehabilitation with adults preferably with mental illness. •Certified with the Academy of Peer Services or completion of certification within the first two months of employment. •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. 	Posted: 10/28/2016 Benefits: Unknown	FT/PT: FT Hrs/Week:	Name: Marianna Barbarash Email: mbarbarash@balticstreet.org
Baltic St. AEH, Inc. -- Aff.	Citywide	<p>Full Time Position – 40 hours a week ESSENTIAL FUNCTIONS</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> •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, 	<p>Cover Letter Required Send or fax resume to: Marianna Barbarash Baltic Street AEH, Inc. 9201 4th Ave, 5th Floor Brooklyn NY 11209 Fax (718) 833-5930 Email mbarbarash@balticstreet.org</p>		Salary: Pay/Hr:	

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
		administering/arranging for interest/skill assessments as needed				
Breaking Ground -- SHA	Building Services Manager	Located in Brooklyn, the East Flatbush Safe Haven serves as a transitional housing program for 110 chronically street homeless individuals. This transitional housing program embraces a housing first and harm reduction philosophy with an aim at helping residents secure appropriate permanent housing. The Building Services Manager will oversee the day to day building operations including all functions/staff of the Maintenance Department. This position directly impacts the quality of life of all tenants by providing a structurally safe, exceptionally clean and highly maintained positive environment. He/she will develop a preventative maintenance plan, perform electrical, plumbing, mechanical and general carpentry work. He/she will assign tasks and supervise the building maintenance staff, coordinate inspections with tenants, supervisors, peers and related city agencies, and oversee maintenance of building systems through work orders, purchasing and building inspections. Ensure building maintains certificate of fitness. Must provide after-hours emergency coverage.	Minimum five years working in the building trades or related field Supervisory training, managerial training seminars Basic skills in plumbing , electrical work, carpentry and dry wall application High School Diploma, GED and or Trade School Certification Microsoft Word, Excel and some property management software i.e.. MRI Outlook Ability to read and understand design drawings. Ability to read and understand English To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled	Posted: 11/11/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Brooklyn	ESSENTIAL DUTIES: Oversee day to day building functions including, supervising maintenance & housekeeping, inspections, etc Manage building maintenance services and systems with contractors and supervisors Oversee work order system and unit turn over process Address tenant concerns about maintenance via meeting /or written notice Respond to emergency calls and rectify existing condition Respond to summons/violations city complaints and strategies to reduce violations/summons Assist in preparation of annual budget and maintaining budget for maintenance department Maintain inspection logs for standpipe/sprinkler, maintenance logs and all federal, state and city regulations Ensure building compliance with all building and health codes Performs other related duties as assigned				

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Breaking Ground -- SHA HR Department -- Aff.	Housekeeper Bronx	<p>The Housekeeper is a part of the maintenance department that maintains the common areas of Boston Road, a new supportive housing residence in the Bronx with 154 units of low-income and special needs housing for single adults. Examples of common areas include offices, multi-purpose rooms, roof deck, garden, trash collection area, lobby, fitness room and sidewalks. Tenant apartments will also be cleaned as well as Work Orders completed as needed. Our residential buildings help to end homelessness by providing a home to formerly homeless individuals.</p> <p>ESSENTIAL DUTIES:</p> <p>Cleaning individual units when vacated to prepare them for rent up</p> <p>Sweeping, mopping, washing, dusting and vacuuming</p> <p>Sealing, waxing and buffing of floors and hard surfaces</p> <p>Sort and separate the recyclables from other waste to comply with NYC regulations</p> <p>Maintaining the sidewalks including raking leaves and shoveling snow</p> <p>Assist the Engineer when assigned with completion of Work Orders and other tasks</p> <p>Set up and clean for meetings and other events</p> <p>Performs other related duties as assigned</p>	<p>Minimum one year comparable work experience.</p> <p>Working with elderly, disabled and/or formerly homeless population is a plus</p> <p>Operation of vacuum cleaner, high speed buffer</p> <p>High School Diploma or Trade School or its equivalent</p> <p>Basic knowledge of a computer is a plus not required</p> <p>Must be able to work some weekends and holidays as required by schedule.</p> <p>To Apply: http://secure-web.cisco.com/1BUTjixCkFezCCYnqZ38ljbLkVd-rW68pBY-GF24aCQhHYjgHuDrmnJPizQFcpZ0KsptxxxI2Hpn8-gCskEzWrRMXMF9tn5ppAHrVkuH4ZuoVZ3-2khYW3YzDZ7j6U7K7En7qJMKaFr_JwG5utHMieYbRhg_z5L3PYPZobtSOwTnqQ2w5n1iAg3C37wZu6/http%3A%2F%2Fwww.breakingground.org%2Fcareers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/30/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>
Breaking Ground -- SHA HR Department -- Aff.	Housekeeper Manhattan	<p>The Housekeeper is a part of the maintenance department that maintains the common areas of our residential buildings. Examples of common areas include offices, multi-purpose rooms, roof deck, garden, trash collection area, lobby, fitness room and sidewalks. Tenant apartments will also be cleaned. Our residential buildings help to end homelessness by providing a home to formerly homeless individuals.</p> <p>ESSENTIAL DUTIES:</p> <p>Sweeping, mopping, washing, dusting, and vacuuming</p> <p>Sealing, waxing, and buffing of floors and hard surfaces</p> <p>Maintaining sidewalks, including sweeping, raking leaves, and shoveling snow</p> <p>Cleaning individual units when vacated or requested by work order</p> <p>Sort and package recyclables to comply with NYC regulations</p> <p>Operate compactor</p> <p>Set up and clean up for meetings and other events</p> <p>Assist painters and engineers when assigned</p> <p>Perform work at other facilities as required</p> <p>Perform other related duties as assigned</p>	<p>High School or Trade School Diploma, or its equivalent.</p> <p>SKILLS:</p> <p>Comparable work experience</p> <p>Operation of vacuum cleaner, high speed buffer</p> <p>Ability to lift and move furniture, appliances, etc.</p> <p>Ability to stand for several hours during shift and to climb stairs in the event of an emergency</p> <p>Experience working with special needs populations a plus</p> <p>COMPUTER SKILLS:</p> <p>Basic knowledge of using a computer is a plus, but is not required</p> <p>ADDITIONAL REQUIREMENTS:</p> <p>Must be available to work weekends and holidays when assigned</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 10/14/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Housekeeper Brooklyn	<p>Located in Brooklyn, the East Flatbush Safe Haven serves as a transitional housing program for 110 chronically street homeless men. The Safe Haven will serve individuals referred by Breaking Ground's Street to Home program and other outreach programs. East Flatbush offers an alternative to life on the street: private, safe, clean, and affordable short-term accommodations. The program embraces a housing first and harm reduction philosophy with an aim at helping residents secure appropriate permanent housing. On-site case management and clinical services are available to meet the needs of its residents and to help them secure permanent housing.</p> <p>The Housekeeper is a part of the Maintenance department that maintains the common areas of our residential buildings. Examples of common areas include offices, multi-purpose rooms, roof deck, garden, trash collection area, lobby, fitness room and sidewalks. Tenant apartments will also be cleaned. Our residential buildings help to end homelessness by providing a home to formerly homeless individuals.</p> <p>ESSENTIAL DUTIES: Sweeping, mopping, washing, dusting and vacuuming Sealing, waxing and buffing of floors and hard surfaces Maintaining the sidewalks including raking leaves and shoveling snow Cleaning individual units when vacated to prepare them for rent up Sort and separate the recyclables from other waste to comply with NYC regulations Assist the painter and the maintenance engineer when assigned</p>	<p>Comparable work experience. Working with elderly, disabled and/or formerly homeless population is a plus. Operation of vacuum cleaner, high speed buffer. High School Diploma or Trade School or its equivalent Basic computer knowledge</p> <p>To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/23/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

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Breaking Ground -- SHA	Housekeeper - The Lee	The Housekeeper is a part of the maintenance department that maintains the common areas of our residential buildings. Examples of common areas include offices, multi-purpose rooms, roof deck, garden, trash collection area, lobby, fitness room and sidewalks. Tenant apartments will also be cleaned. Our residential buildings help to end homelessness by providing a home to formerly homeless individuals.	EDUCATION: High School or Trade School Diploma, or its equivalent. SKILLS: Comparable work experience Operation of vacuum cleaner, high speed buffer Ability to lift and move furniture, appliances, etc. Ability to stand for several hours during shift and to climb stairs in the event of an emergency Experience working with special needs populations a plus COMPUTER SKILLS: Basic knowledge of using a computer is a plus, but is not required ADDITIONAL REQUIREMENTS: Must be able to work some weekends and holidays as required by schedule To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled	Posted: 9/2/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Manhattan	ESSENTIAL DUTIES: Sweep, mop, wash, dust, and vacuum Seal, wax, and buff floors and hard surfaces Maintain sidewalks, including sweeping, raking leaves, and shoveling snow Clean individual units when vacated or requested by work order Sort and package recyclables to comply with NYC regulations Operate compactor Set up and clean up for meetings and other events Assist painters and engineers when assigned Perform work at other facilities as required Perform other related duties as assigned				

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<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Office Manager</p> <p>Brooklyn</p>	<p>Located in Brooklyn, the East Flatbush Safe Haven serves as a transitional housing program for 110 chronically street homeless individuals. This transitional housing program embraces a housing first and harm reduction philosophy with an aim at helping residents secure appropriate permanent housing. The Office Manager is responsible for bookkeeping, which includes but limited to petty cash, check requisitions and billing. Responsibilities also include scheduling, taking meeting notes, maintaining filing systems, writing letters & other correspondence, maintaining client data and other office support functions. The Office Manager is often an important point of contact for building clients; the person in this position must have exceptional interpersonal skills.</p> <p>ESSENTIAL DUTIES:</p> <p>Direct/answer client questions</p> <p>Responsible for maintaining the petty cash, billing, check request and Metro cards</p> <p>Maintain facility and staff activity calendars</p> <p>Track vacations and attendance</p> <p>Maintain client data</p> <p>Keep an updated file of vendors, order and track supplies</p> <p>Maintain filing system, office supplies</p> <p>Answer phones, direct calls and messages</p> <p>Attend meetings and keep notes</p> <p>Coordinate events</p> <p>Performs other related duties as assigned</p>	<p>A minimum of two years related work experience</p> <p>Excellent organizational and interpersonal skills</p> <p>Must have the ability to work independently and as part of a team</p> <p>Able to work with a diverse/special needs population</p> <p>Able to handle multiple tasks simultaneously</p> <p>Must have exceptional written and verbal skills</p> <p>Proficiency with Microsoft Office (Word, Outlook, Excel)</p> <p>Experience working with homeless/formerly homeless populations preferred</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/11/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Painter Manhattan	<p>The Painter is a part of the maintenance department that maintains the common areas and apartments of our residential buildings. Examples of common areas include offices, multi-purpose rooms, roof deck, garden, trash collection area, lobby, fitness room and sidewalks. Basic plumbing, wood-working and electrical work is required to maintain these spaces. Our residential buildings help to end homelessness by providing a home to formerly homeless individuals. The position will also be responsible for painting.</p> <p>ESSENTIAL DUTIES: Prepare, paint and clean-up of assigned areas Perform all preparation duties not limited to; scraping, spackling, sanding, and taping Maintain inventory on all paint and supplies Assist in housekeeping and maintenance of the building when assigned Performs other related duties as assigned</p>	<p>3 years of comparable work experience Working with elderly, disabled and/or formerly homeless population is a plus This job requires the lifting and moving of furniture and appliances in preparation for painting This job requires the use frequent use of a ladder, and the ability to stand for many hours at a time High School Diploma or its equivalent preferred Basic knowledge of computer is a plus, not required Ability to multi-task and shift seamlessly between various responsibilities</p> <p>To apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 10/28/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>
Breaking Ground -- SHA HR Department -- Aff.	Porter Bronx	<p>The Porter is a part of the Maintenance department that maintains the common areas of our residential buildings, completes repairs both in tenant apartments and throughout building and performs painting duties as needed. Examples of common areas include offices, multi-purpose rooms, roof deck, garden, trash collection area, lobby, fitness room and sidewalks. Tenant apartments will also be cleaned and prepared for turnover. Our residential buildings help to end homelessness by providing a home to formerly homeless individuals.</p> <p>ESSENTIAL DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> · Sweeping, mopping, washing, dusting and vacuuming · Maintaining the sidewalks including sweeping, power washing and snow removal · Cleaning individual units when vacated and preparing them for re-rental · Sort and separate recyclables from other waste to comply with NYC regulations · Assist the superintendent as assigned · Perform repairs in tenant apartments and throughout building · Perform painting as needed in apartment and common areas · Conduct preventative maintenance inspections and routine upkeep on building systems · Performs other related duties as assigned 	<p>EXPERIENCE: At least two years comparable work experience. Working with families, a disabled, and/or formerly homeless population is a plus. ·TRAINING: Hands on building trades training preferred ·SKILLS: Basic electrical, plumbing and painting skills. ·EDUCATION: High School Diploma or GED and/or Trade School ·COMPUTER SKILLS: Familiarity with e-mail, online time clock a plus</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 10/28/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

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<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Porter - The Lenniger</p> <p>Bronx</p>	<p>The Porter is a part of the Maintenance department that maintains the common areas of our residential buildings, completes repairs both in tenant apartments and throughout building and performs painting duties as needed. Examples of common areas include offices, multi-purpose rooms, roof deck, garden, trash collection area, lobby, fitness room and sidewalks. Tenant apartments will also be cleaned and prepared for turnover. Our residential buildings help to end homelessness by providing a home to formerly homeless individuals.</p> <p>ESSENTIAL DUTIES:</p> <p>Sweeping, mopping, washing, dusting and vacuuming</p> <p>Sealing, waxing and buffing of floors and hard surfaces</p> <p>Maintaining the sidewalks including raking leaves and snow removal</p> <p>Cleaning individual units when vacated to prepare them for rent up</p> <p>Sort and separate the recyclables from other waste to comply with NYC regulations</p> <p>Assist the Superintendent when assigned</p> <p>Perform repairs in tenant apartments and throughout building</p> <p>Perform painting as needed in tenant apartment and common areas</p>	<p>Working with families, disabled and/or formerly homeless population is a plus</p> <p>Operation of vacuum cleaner, high speed buffer</p> <p>High School Diploma or Trade School or its equivalent</p> <p>Basic knowledge of a computer is a plus not required</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/2/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

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Breaking Ground -- SHA HR Department -- Aff.	Recertification Specialist Manhattan	<p>Breaking Ground (formerly known as Common Ground) is currently looking for a Recertification Specialist to join our team. The Recertification Specialist will work closely with staff at the Times Square and Prince George, Breaking Ground's two largest supportive housing residences. The Recertification Specialist is responsible for meeting with tenants to collect income documentation, follow up with employment and asset verifiers and complete necessary calculations & memos required for compliance with government and contract monitors. The Recertification Specialist will assist the Assistant Director - Programs in coordinating the recertification process at each site, working closely with operations staff, while maintaining well organized tracking sheets and filing systems. The Recertification Specialist must be knowledgeable about Low Income Housing Tax Credit guidelines.</p> <p>ESSENTIAL DUTIES</p> <p>Meet with tenants to collect recertification paperwork, complete calculations, memos, affidavits and sworn statements related to recertification</p> <ul style="list-style-type: none"> ·Maintain efficient and highly organized filing systems for client information ·Coordinate recertification efforts among program staff to ensure maximum efficiency ·Communicate with employers and asset verifiers to confirm documentation ·Communicate questions/progress with compliance and business operations ·Ensure quality data entry in Realpage ·Train and assist operations staff regarding changes in compliance requirements ·Performs other related duties as assigned 	<p>Two years of experience in administrative support or related position.</p> <ul style="list-style-type: none"> ·Ability to work with a diverse population/special needs. ·Requires an ability to handle high priority tasks simultaneously. ·Superior organizational and interpersonal skills. Flexibility, creativity and initiative to work both independently and as part of a team. ·A High School diploma a must, a college degree preferred. ·Must be computer proficient, experienced in Microsoft Word, Excel, Access. ·Commitment to working in a collaborative environment, providing assistance and support to program operations. Notary license required. <p>To Apply; www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/11/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

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Breaking Ground -- SHA HR Department -- Aff.	Residential Aide Brooklyn	<p>The Residential Aide will assist in ensuring effective front office operation of the facility. Clerical duties may be assigned in accordance with the office procedures of the program. Maintain program stability by providing support, assistance, and monitoring of the premises.</p> <p>ESSENTIAL DUTIES:</p> <p>Monitoring of residents; making hourly rounds with security wand, and maintaining a safe, stable housing environment</p> <p>Provide residents with access to their medication</p> <p>Answer telephone calls, direct calls, take messages, answer questions, and provide information</p> <p>Reporting and documentation of incidents, crisis intervention , communicating with On-call management team</p> <p>Record keeping including documentation of daily attendance, shift report, bed count, visitors, writing progress notes as needed, etc</p> <p>Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations</p> <p>Circulate among residents, visitors, or employees to preserve order and protect property</p> <p>Urine Drug Screen (UDS) collection/assignment, complete property and room searches as needed, and distribute mail</p> <p>Screen residents and visitors and packages to prevent passage of prohibited articles into residence</p> <p>Use company vehicle to transport residents to and from appointments in the community and as directed by program management</p> <p>Perform other related duties as assigned</p>	<p>Two to four years related experience</p> <p>Proficiency with Microsoft Office Suite</p> <p>High School Diploma or General Education Degree (GED) required, Associates degree preferred</p> <p>Experience CPR and First Aid certifications a plus</p> <p>Valid New York State Driver's License or equivalent</p> <p>Experience working with homeless population and with Veterans helpful</p> <p>To Apply: http://secure-web.cisco.com/1S5UHRjjz32B6GvmNIH87QHfblopkWu3iDZmtlqnCK1-0vZ9kw25jyp64sKtT0kmGb0OCN48pkicrTc3l_cNi5Gb4shZX4gggPrerLeXWrwEYSrQ7c-8ob_IMW630LPd5zglynj6iB6RRGjgFWuBMSzrGMmkq8GdJMSIFokiSgf8r97BfGuq1vvlFIEPq1ss-/http%3A%2F%2Fwww.breakingground.org%2Fcareers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 10/28/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Residential Aide Brooklyn	<p>Located in Brooklyn, the East Flatbush Safe Haven serves as a transitional housing program for 110 chronically street homeless individuals. This transitional housing program embraces a housing first and harm reduction philosophy with an aim at helping resident's secure appropriate permanent housing. The Residential Aide will assist in ensuring effective front office operation of the facility. Clerical duties may be assigned in accordance with the office procedures of the program. Maintain program stability by providing support, assistance, and monitoring of the premises.</p> <p>ESSENTIAL DUTIES:</p> <p>Monitoring of residents; making hourly rounds with security wand, and maintaining a safe, stable housing environment</p> <p>Provide residents with access to their medication</p> <p>Answer telephone calls, direct calls, take messages, answer questions, and provide information</p> <p>Reporting and documentation of incidents, crisis intervention , communicating with On-call management team</p> <p>Record keeping including documentation of daily attendance, shift report, bed count, visitors, writing progress notes as needed</p> <p>Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations</p> <p>Circulate among residents, visitors, or employees to preserve order and protect property</p> <p>Urine Drug Screen (UDS) collection/assignment, complete property and room searches as needed, and distribute mail</p> <p>Screen residents and visitors and packages to prevent passage of prohibited articles into residence</p> <p>Use company vehicle to transport residents to and from appointments in the community and as directed by program management</p> <p>Perform other related duties as assigned</p>	<p>Two to four years related experience</p> <p>Experience CPR and First Aid certifications a plus</p> <p>High School Graduate or General Education Degree (GED) required</p> <p>Proficiency with Microsoft Office Suite</p> <p>Spanish Speaking preferred</p> <p>Valid Driver's License Preferred</p> <p>www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/23/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email:</p> <p>jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA	Residential Aide	The Residential Aide will assist in ensuring effective front office operation of the facility. Clerical duties may be assigned in accordance with the office procedures of the program. Maintain program stability by providing support, assistance, and monitoring of the premises ESSENTIAL DUTIES Monitoring of residents; making hourly rounds with security wand, and maintaining a safe, stable housing environment Provide residents with access to their medication Answer telephone calls, direct calls, take messages, answer questions, and provide information Reporting and documentation of incidents, crisis intervention , communicating with On-call management team Record keeping including documentation of daily attendance, shift report, bed count, visitors, writing progress notes as needed, etc Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations Circulate among residents, visitors, or employees to preserve order and protect property Urine Drug Screen (UDS) collection/assignment, complete property and room searches as needed, and distribute mail Screen residents and visitors and packages to prevent passage of prohibited articles into residence Use company vehicle to transport residents to and from appointments in the community and as directed by program management Perform other related duties as assigned	Two to four years related experience Proficiency with Microsoft Office Suite High School Diploma or General Education Degree (GED), Associates degree preferred Experience CPR and First Aid certifications a plus Valid New York State Driver's License or equivalent Experience working with homeless population and with Veterans helpful To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled	Posted: 11/11/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Manhattan					

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA -- -- -- -- -- HR Department -- Aff.	Residential Aide -- -- -- -- -- Brooklyn	<p>The Residential Aide will assist in ensuring effective front office operation of the facility. Clerical duties may be assigned in accordance with the office procedures of the program. Maintain program stability by providing support, assistance, and monitoring of the premises.</p> <p>ESSENTIAL DUTIES:</p> <p>Monitoring of residents; making hourly rounds with security wand, and maintaining a safe, stable housing environment</p> <p>Provide residents with access to their medication</p> <p>Answer telephone calls, direct calls, take messages, answer questions, and provide information</p> <p>Reporting and documentation of incidents, crisis intervention , communicating with On-call management team</p> <p>Record keeping including documentation of daily attendance, shift report, bed count, visitors, writing progress notes as needed, etc</p> <p>Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations</p> <p>Circulate among residents, visitors, or employees to preserve order and protect property</p> <p>Urine Drug Screen (UDS) collection/assignment, complete property and room searches as needed, and distribute mail</p> <p>Screen residents and visitors and packages to prevent passage of prohibited articles into residence</p> <p>Use company vehicle to transport residents to and from appointments in the community and as directed by program management</p> <p>Perform other related duties as assigned</p>	<p>Two to four years related experience</p> <p>Proficiency with Microsoft Office Suite</p> <p>High School Diploma, General Education Degree (GED), Associates degree preferred</p> <p>Experience CPR and First Aid certifications a plus</p> <p>Valid New York State Driver's License or equivalent</p> <p>Experience working with homeless population and with Veterans helpful</p> <p>http://secure-web.cisco.com/1ZiL476WLVd735O3xQhfljMLs7nRB3JmQuid43VCHuRpLuOacKQdoDrGbtSmXjalNiVAmrOurs6R3NrQ6RcA8tBRzp1q2Sy88hnKWJrAn_OMDaMCmNk8RKkpyYC_7XbeyQlm-UQDPn-RZIIAmbrAvol-n2rkA-rTFgx3PyeE6MI/http%3A%2F%2Fwww.breakingground.org%2Fcareers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/30/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email:</p> <p>jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Residential Aide PT</p> <p>Brooklyn</p>	<p>The Residential Aide will assist in ensuring effective front office operation of the facility. Clerical duties may be assigned in accordance with the office procedures of the program. Maintain program stability by providing support, assistance, and monitoring of the premises.</p> <p>ESSENTIAL DUTIES:</p> <p>Monitoring of residents; making hourly rounds with security wand, and maintaining a safe, stable housing environment</p> <p>Provide residents with access to their medication</p> <p>Answer telephone calls, direct calls, take messages, answer questions, and provide information</p> <p>Reporting and documentation of incidents, crisis intervention , communicating with On-call management team</p> <p>Record keeping including documentation of daily attendance, shift report, bed count, visitors, writing progress notes as needed, etc</p> <p>Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations</p> <p>Circulate among residents, visitors, or employees to preserve order and protect property</p> <p>Urine Drug Screen (UDS) collection/assignment, complete property and room searches as needed, and distribute mail</p> <p>Screen residents and visitors and packages to prevent passage of prohibited articles into residence</p> <p>Use company vehicle to transport residents to and from appointments in the community and as directed by program management</p> <p>Perform other related duties as assigned</p>	<p>Two to four years related experience</p> <p>Proficiency with Microsoft Office Suite</p> <p>High School Diploma or General Education Degree (GED) required, Associates degree preferred</p> <p>Experience CPR and First Aid certifications a plus</p> <p>Valid New York State Driver's License or equivalent</p> <p>Experience working with homeless population and with Veterans helpful</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/23/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: PT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Residential Specialist</p> <p>Brooklyn</p>	<p>Breaking Ground's mission is to strengthen individuals, families and communities by developing and sustaining exceptional supportive and affordable housing as well as programs for homeless and other vulnerable New Yorkers.</p> <p>As part of a team, the Residential Specialist will assist homeless clients of a 10-15 bed overnight respite program, transition into a stabilizing indoor environment, and prepare them to move into permanent housing as appropriate. RA will ensure basic needs are met and will ensure the safety of each respite bed resident by assessing level of intoxication, observing and documenting any medical ailments or conditions, reporting observations to a supervisor in a timely manner, and utilizing EMS as needed.</p> <p>ESSENTIAL DUTIES:</p> <p>Monitor residents during late evening and overnight hours Provide supportive counseling to residents; ADL's , substance abuse, mental health, etc. Reporting and documentation of incidents and crisis interventions Recordkeeping that includes documenting shift activities, incident reports and client whereabouts Distribute hygiene products, care kits, and bedding Assist with linen collection and laundry process as needed Light maintenance including setting up and taking down temporary beds, cleaning up after mealtimes Performs other related duties as assigned</p>	<p>High School Diploma or GED Substance abuse, homelessness, motivational interviewing, mental health conditions preferred Training in Crisis Intervention and/or CPR a plus Two (2) to three (3) years working with homeless or formerly homeless individuals including those who are mentally ill and /or have active or previous history of substance abuse Ability to interact with all levels of residents, staff and management Experience working with a diverse array of cultures Strong interpersonal and problem solving skills Preference given to those bilingual in Polish and English LICENSES AND CERTIFICATION Valid drivers license with driving record that is in good standing Proficiency with Microsoft Office (Word, Outlook, Excel), Preferred databases- CARES</p> <p>Residential Specialist will be working with two additional RA staff, in a church in Greenpoint where this respite bed program is located. RS will be interacting with street homeless men from the Greenpoint neighborhood who are referred by Breaking Ground's street outreach program in Brooklyn/Queens. Must be willing and able to engage in moderate physical activity to engage with street homeless individuals. Such activities include and are not limited to moderate walking and climbing, and lifting.</p> <p>To apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 10/28/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA	Temporary Housekeeper	The Housekeeper is a part of the maintenance department that maintains the common areas of our residential buildings. Examples of common areas include offices, multi-purpose rooms, roof deck, garden, trash collection area, lobby, fitness room and sidewalks. Tenant apartments will also be cleaned. Our residential buildings help to end homelessness by providing a home to formerly homeless individuals.	EDUCATION: High School or Trade School Diploma, or its equivalent.	Posted: 10/28/2016	FT/PT: FT	Name: Mr Joseph Gonzalez
HR Department -- Aff.	Manhattan	ESSENTIAL DUTIES: Sweeping, mopping, washing, dusting, and vacuuming Sealing, waxing, and buffing of floors and hard surfaces Maintaining sidewalks, including sweeping, raking leaves, and shoveling snow Cleaning individual units when vacated or requested by work order Sort and package recyclables to comply with NYC regulations Operate compactor Set up and clean up for meetings and other events Assist painters and engineers when assigned Perform work at other facilities as required Perform other related duties as assigned	SKILLS: Comparable work experience Operation of vacuum cleaner, high speed buffer Ability to lift and move furniture, appliances, etc. Ability to stand for several hours during shift and to climb stairs in the event of an emergency Experience working with special needs populations a plus COMPUTER SKILLS: Basic knowledge of using a computer is a plus, but is not required ADDITIONAL REQUIREMENTS: Must be available to work weekends and holidays when assigned To apply: http://secure-web.cisco.com/1UQ3uOFrYzgTcHKoHtoBSVgU4Nc2iplo3R6DI_3phvNFDtVc9k6T2DQdW4dYI-Ww58E-TusdM2yPHVtTrzVKdMf1LdFmM3PrI_2oTktFH_liHHnXEauBcJhulKrJosQLUnpbBO9IZPxPk1EiRfvRsGM-Hem47PRQ_xghMR-9JPDBUIfcd0d7K9HDDd4WD7nM2/http%3A%2F%2Fwww.breakingground.org%2FcareersEOE/M/F/Vet/Disabled	Benefits: Unknown	Hrs/Week: Salary: Pay/Hr:	Email: jgonzalez@breakingground.org

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA	Temporary Housekeeper	The Housekeeper is a part of the maintenance department that maintains the common areas of Boston Road, a new supportive housing residence in the Bronx with 154 units of low-income and special needs housing for single adults. Examples of common areas include offices, multi-purpose rooms, roof deck, garden, trash collection area, lobby, fitness room and sidewalks. Tenant apartments will also be cleaned as well as Work Orders completed as needed. Our residential buildings help to end homelessness by providing a home to formerly homeless individuals.	Minimum one year comparable work experience. Working with elderly, disabled and/or formerly homeless population is a plus Operation of vacuum cleaner, high speed buffer High School Diploma or Trade School or its equivalent Basic knowledge of a computer is a plus not required Must be able to work some weekends and holidays as required by schedule.	Posted: 11/11/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Bronx	<p>ESSENTIAL DUTIES:</p> <p>Cleaning individual units when vacated to prepare them for rent up</p> <p>Sweeping, mopping, washing, dusting and vacuuming</p> <p>Sealing, waxing and buffing of floors and hard surfaces</p> <p>Sort and separate the recyclables from other waste to comply with NYC regulations</p> <p>Maintaining the sidewalks including raking leaves and shoveling snow</p> <p>Assist the Engineer when assigned with completion of Work Orders and other tasks</p> <p>Set up and clean for meetings and other events</p> <p>Performs other related duties as assigned</p>	To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Center for Urban Community Services -- SHA -- -- -- -- -- CUCS -- SHA	Case Manager -- -- -- -- -- Manhattan	<p>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 management position at the Street Outreach Program. CUCS is the lead support agency in the Manhattan Outreach Consortium (MOC) that uses the Housing First model. MOC is a coalition of neighborhood-based organizations working together to permanently house homeless people living on Manhattan streets.</p> <p>Responsibilities: The Case Manager provides a full range of direct services to clients living on the streets and pursuing permanent housing. The Case Manager will work within an interdisciplinary team focusing on moving people off the streets of Upper Manhattan into permanent housing and successfully reintegrating into their communities. The Case Manager's responsibilities will include outreach to clients living on the street as well assisting their caseload with obtaining permanent housing. The early morning case manager's schedule is from 5:30am to 1:30pm.</p>	<ul style="list-style-type: none"> •Bachelor's Degree and 2 years relevant experience, or BSW and 1 year relevant experience, or HS Diploma and 6 years relevant experience (for Case manager 3). •Bachelor's Degree, or HS Diploma and 4 years relevant experience (for Case Manager 2). •HS Diploma and 2 years experience (for Case Manager 1). •For applicants without full degrees, every 30 credits can be substituted for one year of experience •Applicants with Spanish language proficiency will be prioritized •Must have valid driver's license <p>To apply online, please follow the link below: https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33492&lang=en_US&source=CC590882 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</p>	Posted: 11/23/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Priscilla Rojas Email:
Center for Urban Community Services -- SHA -- -- -- -- -- CUCS -- SHA	Case Manager -- -- -- -- -- Manhattan	<p>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 Scattered Site Apartment Program/Home to Stay. This program services families currently in the DHS shelter system who have been certified for a five year rental assistance program. Case Managers provide transitional services to assist families in moving out with the rental assistance, connecting to a community of support, and then pulling back service while monitoring the connections.</p> <p>Responsibilities: The Case Manager is an integral part of the Scattered Site team, providing clinical and concrete services for their caseload (such as those listed above) and developing resources for the program. This person will be expected to participate in and contribute to a program culture that is person-centered, outcome-oriented and dedicated to continuous quality improvement.</p>	<ul style="list-style-type: none"> •Case Manager 1- High school diploma and 2 years experience •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. •Bilingual English/Spanish preferred. •Strong written and verbal communications skills •Computer literacy required <p>To apply online, please follow the link below: https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33362&lang=en_US&source=CC863427 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.</p>	Posted: 11/23/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Priscilla Rojas Email:

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Center for Urban Community Services -- SHA -- -- CUCS -- SHA -- --	Case Manager Manhattan	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 Management position at the Times Square. The Times Square is the largest supportive housing residence in the US and provides permanent affordable housing and supportive services for 652 low-income and formerly homeless individuals including many with a history of substance abuse, physical and psychiatric disabilities and HIV. Description: The Case Manager is responsible for a caseload of 28-32 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.	<ul style="list-style-type: none"> •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. •Bilingual English/Spanish preferred, but not required. •Strong written and verbal communications skills •Computer literacy required <p>To apply online, please follow the link below: https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33695&lang=en_US&source=CC391673</p> <p>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.</p>	Posted: 10/28/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Priscilla Rojas Email:

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Center for Urban Community Services -- SHA	Case Manager	The Center for Urban Community Services (CUCS) will be moving its 350 Lafayette Transitional Living Community (TLC) for homeless, mentally ill women to 174 Prospect Place in Brooklyn in early 2017. We will also be expanding the program from 43 to 75 beds. CUCS seeks a Case Manager for the new location. The start date for this position is scheduled for February 2017. The Case Manager will begin training in February 2017 and provide assistance with the planning for the move in early 2017. Prospect Place is a 75 bed Transitional Living Community for homeless women with serious mental illness. The program's goal is permanent housing placement that meets women's preferences, needs and abilities. The shelter is readily accessible by public transportation. Program services include: housing placement, on-site health and mental health care, housing focused case management, and group services. The TLC operates 7 days per week with 24 hour clinical and security staff. Prospect Place is a beautiful, newly renovated building on a tree-lined street. Amenities include: a full medical suite and offices for the on-site medical, psychiatric, and social service teams, multiple resident lounges with TVs and computers, and outdoor garden space. 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.	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. •Strong verbal and written communication skills •Computer literacy •Bilingual Spanish/English preferred •Experience with population preferred	Posted: 11/23/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Priscilla Rojas Email:

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Center for Urban Community Services -- SHA CUCS -- SHA	Case Manager Citywide	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 Scattered Site Apartment Program/Home to Stay. This program services families currently in the DHS shelter system who have been certified for a five year rental assistance program. Case Managers provide transitional services to assist families in moving out with the rental assistance, connecting to a community of support, and then pulling back service while monitoring the connections. Responsibilities: The Case Manager is an integral part of the Scattered Site team, providing clinical and concrete services for their caseload (such as those listed above) and developing resources for the program. This person will be expected to participate in and contribute to a program culture that is person-centered, outcome-oriented and dedicated to continuous quality improvement.	<ul style="list-style-type: none"> •Case Manager 1- High school diploma and 2 years experience •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. •Bilingual English/Spanish preferred. •Strong written and verbal communications skills •Computer literacy required <p>To apply online, please follow the link below: https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33362&lang=en_US&source=CC863427</p> <ul style="list-style-type: none"> •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. 	Posted: 10/28/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Priscilla Rojas Email:
Center for Urban Community Services -- SHA CUCS -- SHA	Case Manager Bronx	<p>The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for Case Managers at Delta Manor. The Delta Manor serves homeless men with serious mental illness. Please note that the Delta Manor is a 5 story walk building with no elevator and all candidates must be able to easily transport using the stairs.</p> <p>The Case Manager is responsible for working with an assigned group of clients 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.</p>	<ul style="list-style-type: none"> •Case Manager 1- High school diploma and 2 years experience •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. •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 team. <p>To apply online, please follow the link below: https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33513&lang=en_US&source=CC908531</p> <p>Please be advised that you must upload your cover letter and resume in one document.</p> <ul style="list-style-type: none"> •Applicants will only be considered for positions they apply for. 	Posted: 10/28/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Priscilla Rojas Email:

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Center for Urban Community Services -- SHA -- -- -- -- -- CUCS -- SHA	Case Manager (Outreach) -- -- -- -- -- Manhattan	<p>The Center for Urban Community Services (CUCS), a national leader in the development of effective housing and service initiatives invites applications for the Case Manager position on the Manhattan Outreach Consortium's CUCS team. CUCS is the lead support agency in the Manhattan Outreach Consortium (MOC). MOC is a coalition of three neighborhood-based organizations working together with homeless people living on Manhattan streets. MOC and the CUCS team are expanding to provide more comprehensive services to people staying on the street.</p> <p>Responsibilities: The Case Manager will be responsible for responding to 311 calls regarding street homeless individuals as well as engaging street homeless to find unique solutions to their immediate needs. The Case Manager will utilize a harm reduction approach emphasizing meeting clients "where they are at" without judgment or coercion. The Case Manager will work with a diverse range of clients including substance users, people with mental illnesses, and people involved with the criminal justice system. The Case Manager will work within an interdisciplinary team of Case Managers, Social Workers and Psychiatrists. Three overnight shifts a year are required to count homeless sleeping on the street.</p>	<ul style="list-style-type: none"> •NYS Driver's license •BA plus 2 years direct service experience with indicated populations, BSW and 1 year, or HS diploma and 6 years direct service experience with indicated populations. Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants without full degrees. •Must be able to work effectively as part of a team. •Relevant experience working with population served by the program preferred. •Applicants who speak Spanish will be prioritized <p>To apply online, please follow the link below: https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33563&lang=en_US&source=CC2</p> <ul style="list-style-type: none"> •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. 	<p>Posted: 9/16/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Priscilla Rojas</p> <p>Email:</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Center for Urban Community Services -- SHA -- -- -- -- -- CUCS -- SHA	Data/Office Manager -- -- -- -- -- Manhattan	<p>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 part time Data/Office Manager at the Career Network Program. The population served includes individuals with histories of substance abuse, severe mental illness, HIV/AIDS and Homelessness. The Career Network provides Supported Employment Services to individuals seeking to reenter the workforce.</p> <p>The Data/Office Manager is responsible for ensuring the effective operation of the data management and administrative support activities for the program. This position is based at the Career Network's administrative office located in the Prince George at 14 East 28th Street. The Data/Office Manager is expected to work closely with the Program Director, Assistant Program Director and Special Assistant to ensure that these activities effectively support the overall operation of the program. This position has significant data management component. The data /office manager is required to enter and manage in various proprietary data systems as required by program funders, manage internal tracking systems for reporting outcomes and program performance, and reconcile data for Medicaid managed care billing. This position will require communication with various managed care organizations and other collateral providers in the community.</p>	<ul style="list-style-type: none"> •High School Diploma or equivalent •Bachelor's degree preferred •3 years relevant experience •Excellent Computer Skills including database experience •Proficient in Excel •Strong organizational skills and attention to detail •Good written and verbal communications skills •Ability to multi-task <p>To apply online, please follow the link below: https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=45640&lang=en_US&source=CC2</p> <ul style="list-style-type: none"> •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. 	<p>Posted: 9/16/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Priscilla Rojas</p> <p>Email:</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Center for Urban Community Services -- SHA -- -- -- -- -- CUCS -- SHA	Evening Case Manager -- -- -- -- -- Bronx	The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for an EVENING CASE MANAGER at the Delta Manor shelter in the Bronx. The program serves 101 homeless men with serious mental illness. Please note that the Delta Manor is a 5 story walk building with no elevator and all candidates must be able to easily transport using the stairs. The shift for this position is Monday-Friday 3pm-11pm. The Evening Case Manager is responsible for a caseload of 5-6 clients. The job comprises a full range of direct services to clients with particular emphasis on housing placement, 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. In addition to managing a small caseload the Evening Case Manager completes tasks related to management of the shelter in the evening, such as medication monitoring, bed checks, rounds, managing and documenting incidents, packing up belongings for people who lose their bed/setting up beds for new clients, locker searches, and orienting new clients to the shelter.	<ul style="list-style-type: none"> •BA and 2 Years of relevant work experience •High School Diploma or equivalent and 6 years of relevant work experience •For applicants without a college degree, every 30 credits can be substituted for 1 year of experience. •Demonstrated ability to provide services to clients with psychiatric and medical disabilities and with issues of substance abuse. •Computer literacy, excellent writing and verbal communication skills are required. •Bilingual English/Spanish preferred, but not required •Ability to work effectively as part of a team <p>To apply online, please follow the link below: https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33565&lang=en_US&source=CC899510</p> <ul style="list-style-type: none"> •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. 	Posted: 9/16/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Priscilla Rojas Email:

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Center for Urban Community Services -- SHA	HEALTHCARE NAVIGATOR	<p>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 Healthcare Navigator position at the Single Stop program. Single Stop is designed to reduce poverty by providing individuals and families with assistance obtaining multiple benefits and services including health insurance, food access, legal guidance, financial counseling, crisis assistance, and various other services.</p> <p>CUCS operates four community Single Stop sites in East Harlem, Central Harlem and the Bronx and in partnership with the Department of Veteran Affairs Healthcare Network, CUCS also operates three Single Stop sites located in the Bronx, Brooklyn, Manhattan VA Hospitals. We are a diverse team who are hard working, client centered and willing to go the extra mile to serve our clients. We are seeking a HEALTHCARE NAVIGATOR to join our Single Stop team.</p> <p>Position Overview</p> <p>The Healthcare Navigator will be responsible for, but not limited to, the following duties (additional responsibilities may be assigned as necessary):</p> <ul style="list-style-type: none"> •Provide in person health insurance enrollment services to potential enrollees. •Educate potential enrollees about the New York Health Benefit Exchange (NYHBE) and the types of health insurance programs offered through the NYHBE. •Provide education on, and facilitate enrollment into, Qualified Health Plans (QHPs), supplementary plans available through the NYHBE (if offered) and/or into Insurance Affordability Programs (IAPs). •Provide enrollment assistance to potential enrollees with the renewal of health plans. •Complete health insurance applications through the NYHBE on-line website. •Assist potential enrollees with grievances, complaints or questions regarding their health coverage or a determination related to their coverage. •Provide information in a fair and impartial manner which is culturally and linguistically appropriate, and disability accessible, for the populations being served under the NYHBE, including individuals with limited English proficiency. •Travel to multiple Single Stop sites daily, build strong working relationships with site staff and management, conduct internal outreach and work with site staff to identify uninsured clients and provide application assistance. 	<ul style="list-style-type: none"> •Bachelor's Degree; or HS Diploma plus four years of relevant experience; For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas •Bilingual Spanish/English required. •NYS DOH Healthcare Navigator Certification preferred •Intermediate to advanced computer skills; fast learning ability to use new technologies and systems. •Flexibility to work from different locations daily. •Ability to carry 25 pounds. •Ability to adjust work schedule and hours on a short notice. •Experience with and commitment to working with low-income families and individuals. •Excellent interpersonal, verbal, and written communication skills. •Excellent time management, organizational and computer software skills. •Strong commitment and interest in health reform. <p>To apply online, please follow the link below: https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33664&lang=en_US&source=CC870081</p> <p>Please be advised that you must upload your cover letter and resume in one document.</p> <p>•Applicants will only be considered for positions they apply for.</p>	<p>Posted: 10/28/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Priscilla Rojas</p> <p>Email:</p>
CUCS -- SHA	Citywide					

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
		<ul style="list-style-type: none"> •Ability to work in a high-paced and performance-based environment. Be responsible for meeting Single Stop's programmatic goals and individual targets as it relates to application completion and enrollment. •Participate in NYS DOH and Single Stop trainings and meetings. Maintain strong expertise in public and private health insurance eligibility, application and enrollment. •Ensure that follow-up with both clients and partnering sites occurs regarding referrals and outcomes. •Complete regular outreach in communities where services are offered including but not limited to health fairs, presentations to peers and clients, distributing marketing materials, etc. •Provide staff trainings on health coverage topics, changes to eligibility, the NYHBE, and application procedures. •Assist in program research, development and assessment and participates in ongoing trainings, typically on-site, and contributes to peer learning systems. 				

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Center for Urban Community Services -- SHA	Office Manager	<p>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 Part Time Office Manager position at Riker's Island Single Stop (RISS). CUCS operates two Single Stops on Riker's Island. Our goal is to reduce recidivism rates at Riker's Island by assisting low income New Yorkers in taking initial steps towards self sufficiency. We address basic concerns onsite that may otherwise complicate successful re-entry into the community when released: acquiring benefits, addressing outstanding civil legal concerns and inaccurate documentation regarding criminal histories.</p> <p>Responsibilities: The Office Manager is responsible for ensuring the effective operation of all of the administrative support activities at a particular site or program unit. The Office Manager is expected to work closely with the Program Director 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 administrative support staff.</p> <p>Schedule and Other Relevant Information: Please note this position is part-time (25 hours/week), in a correctional setting, and is not a supervisory role. Although there may be room for some flexibility, the schedule will be for daytime hours on Mondays, Tuesdays, Thursdays, and half-day on Fridays (morning). Please note all candidates must pass New York City Department of Corrections (DOC) security clearance, as defined by DOC, for employment.</p> <p>Responsibilities will include, but not limited to:</p> <ol style="list-style-type: none"> 1. Managing and maintaining high volume client scheduling for two facilities on Rikers Island via Outlook calendar 2. Purchase office equipment, furniture, and supplies; assist staff in the selection of items; dispose of used equipment; store and maintenance an adequate inventory of supplies and materials. 3. Provide responsible fiscal management, including the processing of payment requests, and monitoring staff purchasing; act as liaison with the accounting department. 4. Develop and maintain vendor accounts, 	<ul style="list-style-type: none"> •High School Diploma required, Bachelor's degree preferred •3 years relevant experience in Office Management/Administration •Exceptional MS Office Suite experience (Citrix, MS Word, and MS Excel required, MS Access a plus) •Database experience preferred •Must be VERY timely, and a clean driving record required, as driving agency vehicle will be required •Excellent interpersonal and organizational skills. Candidate MUST be able to demonstrate an exceptional ability to establish rapport and manage professional relationships with colleagues, partners, and vendors •Excellent written and verbal communications skills, as well as exceptional organizational skills •Ability to multi-task and excel in a fast-paced environment •Knowledge of Local Area Network (LAN) and Wide Area Network (WAN) a plus <p>CUCS is committed to workforce diversity. EEO</p> <p>To apply online, please follow the link below:</p> <p>https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33350&lang=en_US&source=CC2</p> <p>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.</p>	<p>Posted: 10/28/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Priscilla Rojas</p> <p>Email:</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
		<p>as well as manage site clearances and staff's DOC ID appointments</p> <p>5. Purchase and maintain computer equipment and software, and act as liaison to agency and DOC MIS departments</p> <p>6. Support site communications, including the purchase, installation, and general maintenance of the telephone system and fax machines; publish and distribute staff directories; ensure DOC telecom tickets are submitted and tracked for resolution.</p> <p>7. Provide facility management, including the monitoring and reporting of facility problems; assist with the management of renovations and repairs.</p> <p>8. Oversee central files, including the development and maintenance of filing systems to ensure the orderly and efficient handling of information by all site personnel. Individual filing systems should include, but not necessarily be limited to, vendors, completed reports, and site forms.</p> <p>9. Manage mail operations, including receipt, preparation and distribution of incoming mail; oversee interoffice mail pick up and delivery; prepare outgoing mail.</p>				
Center for Urban Community Services -- SHA	Outreach Worker	<p>The Center for Urban Community Services (CUCS), a national leader in the development of effective housing and service initiatives invites applications for the Outreach Worker position in the Care Management Program. The Care Management program provides Health Home services to optimize the quality and efficiency of health care services received by the most at risk New Yorkers.</p> <p>Health Homes play an integral role in improving behavioral and physical health outcomes for high users of Medicaid in New York State.</p> <p>Description of Responsibilities-</p> <p>The outreach worker is responsible for enrolling clients in the health home by outreaching, engaging, and providing information about the program to a diverse group of clients with varying physical and mental health disabilities. This position is outcomes oriented and the outreach worker is expected to meet enrollment goals.</p> <p>Outreach will be completed in the community, telephonically, and by mail. The position involves significant time spent independently in the community conducting outreach at potential participants' homes in the boroughs of Manhattan and Brooklyn.</p>	<ul style="list-style-type: none"> •Outreach worker 1 – HS Diploma and 2 year experience •Outreach worker 2 – Bachelor' degree or HS diploma and 4 years relevant experience •Outreach worker 3- Bachelor's 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. •Strong interpersonal and engagement skills •High level of motivation and ability to work independently in the community •Ability to efficiently navigate public transportation •Bilingual Spanish preferred •Computer literacy <p>To apply online, please follow the link below: https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=400000&lang=en_US&source=CC2</p> <ul style="list-style-type: none"> •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. 	<p>Posted: 9/16/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Priscilla Rojas</p> <p>Email:</p>
CUCS -- SHA	Citywide					

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Center for Urban Community Services -- SHA	Per Diem Case Manager	The Center for Urban Community Services (CUCS) seeks Per Diem Case Managers for its 350 Lafayette Transitional Living Community (TLC) for homeless, mentally ill women. CUCS will be moving this program to 174 Prospect Place in Brooklyn in early 2017. We will also be expanding the program from 43 to 75 beds. The Per Diem Case Manager positions are currently available, so candidates will begin their employment at the 350 Lafayette TLC location in lower Manhattan and need to be able to continue to work at the Brooklyn location when the program moves. The program's goal is permanent housing placement that meets women's preferences, needs and abilities. Both program locations are readily accessible by public transportation. Program services include: housing placement, on-site health and mental health care, housing focused case management, and group services. The TLC operates 7 days per week with 24 hour clinical and security staff. Prospect Place is a beautiful, newly renovated building on a tree-lined street. Amenities include: a full medical suite and offices for the on-site medical, psychiatric, and social service teams, multiple resident lounges with TVs and computers, and outdoor garden space. Hours: Saturdays and Sundays overnight 12am-8am (required) Availability to work 4pm-12am and 12am-8am seven days a week when needed	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	Posted: 11/23/2016 Benefits: Unknown	FT/PT: PT Hrs/Week: Salary: Pay/Hr:	Name: Priscilla Rojas Email:
— — — — — CUCS -- SHA	— — — — — Brooklyn	Some of the responsibilities of the Per Diem Case Manager shift: Fostering seamless service provision across shifts. 1.Knowing and being able to communicate with clients about the program's mission, structure, and approach to treatment. 2.Providing and documenting relevant information about a client to their workers and other program staff. 3.Knowing program rules and reporting on rule violations. 4.Providing medication monitoring during assigned shifts. Ensuring that clients are safe and comfortable. 1.Responding to crises. 2.Proactively working to create and/or maintain an environment which is safe and comfortable. Providing and supporting opportunities for	To apply online, please follow the link below: https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33655&lang=en_US&source=CC45053 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.			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
		therapeutic recreation and socialization. 1.Proactively working to engage clients in the program. 2.Facilitating positive group activities.				
The Bridge, Inc. -- SSA	Peer Specialist	The Bridge, an innovative and well respected behavioral health agency serving adults with serious mental illness, substance abuse, co-occurring mental health and substance abuse disorders, and co-morbid medical conditions, is seeking a Peer Specialist for a pilot program to identify, place and provide support services to health home eligible homeless adults who need housing. The Bridge is an AA/EEOE	GED required. AA or BA as well as certification by a recognized peer training program preferred. Lived experience of homelessness and as recipient of mental health or substance abuse services required. Minimum 2 years' experience working in a mental health or substance abuse program. Bilingual Spanish speaking desirable.	Posted: 11/11/2016 FT/PT: FT Benefits: Unknown	Hrs/Week: Salary: Pay/Hr:	Name:Dir Human Resources Email:
Human Resources -- SSA	Citywide	<p>Scope of Position: Under the supervision of the Program Director, The Peer Specialist provides evidence-based engagement, empowerment, advocacy entitlements and housing placement support to program participants. Following housing placement, the Peer Specialist will support participants through their transition to housing.</p> <p>Responsibilities: •Perform in-reach in shelters and inpatient psychiatric and detox units •Work as part of a collaborative team to prepare clients for housing placements •Implement evidence-based practices (Stages of Change, CTI, MI, Wellness Self-Management) •Escort clients to interviews/appointments in the community •Plan and make arrangements for client housing move-in •Prepare all required documentation and paperwork •Other appropriate duties as may be assigned.</p>	<p>Send Resume and cover letter to:</p> <p>Sheryl Silver, Senior Vice President for Community Support Programs E-mail: ssilver@thebridgeny.org</p> <p>NO PHONE CALLS, PLEASE!</p>			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
University Consultation Center -- SHA	Case Manager	U.C.C. -- a non-profit behavioral mental health agency located in the South Bronx -- has a full-time position for Case Manager in its supported housing program. U.C.C. provides housing & supportive case management services to individuals & families with medical, mental health, & substance use needs.	Associate's degree in related field. Experience working in a supported housing program preferred. Ability to write grammatically correct complete sentences and to follow written & oral directions.	Posted: 11/23/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Ana Cabrera Email: mhs@cloud9.net
Ehrlich Residence -- SHA	Bronx	<p>The following tasks and activities are not intended to be all inclusive, but are intended to reflect a level of performance:</p> <ul style="list-style-type: none"> •Interviews residents to assess functional strengths & weaknesses & develops an individualized support service plan; •Works with residents individually & in groups to mobilize inner capacities & resources to improve social functioning; •Provides rehabilitative & restorative services to residents as identified in the individual service plan; •Documents all interactions with residents and service providers in a timely manner; •Maintains communication links with support service agencies who provide residents' supports & treatments; •Assures residents maintain proper activities of daily living & adhere to prescribed medications; •Assures residents are in compliance with required rules & regulations. 	<p>Salary and Hours: Salary is approx. \$26,000. Hours are daytime; 24/7 on-call availability required. Field work required.</p> <p>Please fax cover letter & resume to Larry Young, Director at (718) 293-1461 or email: dirmhresidl@universityconsultationcenter.org.</p>			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
University Consultation Center -- SHA	Counselor	U.C.C. – a non-profit behavioral mental health agency located in the South Bronx – has a full-time position for Counselor in its apartment treatment program. U.C.C. provides housing & supportive case management services to individuals & families with medical, mental health, & substance use needs.	High school diploma or High School/General Equivalency Ability to write grammatically correct complete sentences and to follow written & oral directions.	Posted: 11/11/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Ana Cabrera Email: mhs@cloud9.net
Ehrlich Residence -- SHA	Bronx	<p>The following tasks and activities are not intended to be all inclusive, but are intended to reflect a level of performance:</p> <ul style="list-style-type: none">•Interviews residents to assess functional strengths & weaknesses;•Works with residents individually & in groups to mobilize inner capacities & resources to improve social functioning;•Escorts residents to community resources & other organizations;•Documents all interactions with residents in a timely manner;•Assists residents in securing residents' eligibility for financial assistance;•Assures residents are in compliance with required rules & regulations.	<p>Salary and Hours: Salary is mid-20s. Hours are daytime with some weekend work; 24/7 on-call availability required. Field work required.</p> <p>Please fax cover letter & resume to Stephanie Carson at (718) 293-1461 or email: scarson@universityconsultationcenter.org.</p>			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Experience or BA Required						
University Consultation Center -- SHA	Case Manager	U.C.C. – a non-profit behavioral mental health agency located in the South Bronx – has a full-time position for Case Manager in its apartment treatment program. U.C.C. provides housing & supportive case management services to individuals & families with medical, mental health, & substance use needs.	Minimum Qualifications: Associate's degree in related field. Experience working in an apartment treatment program preferred. Ability to write grammatically correct complete sentences and to follow written & oral directions.	Posted: 11/11/2016	FT/PT: FT	Name: Ana Cabrera Email: mhs@cloud9.net
Ehrlich Residence -- SHA	Bronx	The following tasks and activities are not intended to be all inclusive, but are intended to reflect a level of performance:	Salary and Hours: Salary is approx. \$30,000. Hours are daytime with some weekend work; 24/7 on-call availability required. Field work required.	Benefits: Unknown	Hrs/Week:	
		<ul style="list-style-type: none"> •Interviews residents to assess functional strengths & weaknesses & develops an individualized support service plan; •Works with residents individually & in groups to mobilize inner capacities & resources to improve social functioning; •Provides rehabilitative & restorative services to residents as identified in the individual service plan; •Documents all interactions with residents and service providers in a timely manner; •Maintains communication links with support service agencies who provide residents' supports & treatments; •Assures residents maintain proper activities of daily living & adhere to prescribed medications; •Assures residents are in compliance with required rules & regulations. 	Please fax cover letter & resume to Stephanie Carson at (718) 293-1461 or email: scarson@universityconsultationcenter.org.	Salary:	Pay/Hr:	

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
BA/BS Required						
AIDS Day Services Association -- SSA	Social Services Supervisors	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.	Qualifications: BA and/or equivalent experience. Licensed Masters' degree preferred. A license is required of these Masters' degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).	Posted: 10/14/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Fiona Hodgson Email:
-- Aff.	Brooklyn	Responsibilities: All Shelter Supervisors are responsible for planning and executing shelter activities, meeting contracted goals, ensuring 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, recertifications and psychiatric assessments. All supervisors collaborate to develop programming to address clients' needs related to housing, substance abuse treatment, mental health and/or employment. Supervisors provide crisis management and interventions with clients, ensure teamwork and ensure consistent services in accordance with program policies and procedures.	Locations: Current vacancies include opportunities at Magnolia House and Atlantic House. To Apply: Please e-mail resume and cover letter in MS word attachment to: submitresumes@CAMBA.org			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA	311 Dispatcher	The 311 Dispatcher in the Street to Home Brooklyn/Queens program will work in a 24/7 street outreach program that addresses homelessness and related activity in all of Brooklyn and Queens. The 311 Dispatcher reports to the Program Analysis & Report Manager. She/he will work in the main program office located in Brooklyn and will be receiving incoming 311 calls that are routed to the program from the City's main 311 system. The 311 dispatch position is a 24/7/365 position and the incumbent will be assigned shifts that are generally broken down as follows 12am-8am, 8am-4pm, and 4pm-12am. The 311 dispatcher will receive calls, document call information, and deploy appropriate outreach response teams. The 311 dispatcher will interact with callers, the City's 311 personnel, employees from the Mayor's Office and the Department of Homeless Services, and program staff. The incumbent must respond to each call with urgency, professionalism, and compassion. In an effort to meet program performance targets, the 311 dispatcher must be agile and have excellent oral and written communication skills and she/he must be highly organized.	Bachelor's Degree or equivalent experience Experience in customer service Excellent interpersonal, problem solving, verbal and written skills Ability to communicate and work with diverse populations Detailed oriented and highly organize Bilingual Spanish/English is preferred Excellent computer skills, including proficiency in Microsoft Word and Excel. Familiarity with Access-based databases and the ability to learn new programs are preferred	Posted: 9/30/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Unknown	<p>ESSENTIAL DUTIES:</p> <p>Respond to incoming 311 calls Ensure deployment of outreach response team Close out 311 calls with the caller and appropriate City agency(ies) Record 311 call data Filing, paper work, data entry as needed As part of a team, achieve performance targets with regards to 311 response Performs other related duties as assigned</p>	<p>SPECIAL QUALIFICATIONS: Must be able to work in a 24/7/365 program where shifts are subject to change to ensure continuity of operations.</p> <p>To Apply: http://secure-web.cisco.com/19SL4uYjZ3q62WSVtZouPWl9xmNc2dyeGYesl7bTtUwHmCcmOc6mANA-3_eWqXg97t2d_g40zjQJaLXLn3aJ6Oar-JwyceiDmPuV7QG9jn1_P-fa9o8rqk0yUfnSgwBgdy7Km4IO2RSZdOB-XLe_x8Qu10_D_L5A_F7qgTa-dCCUbdVvGRxCz05VzbB0zffFn/http%3A%2F%2Fwww.breakingground.org%2Fcareers</p> <p>EOE/M/F/Vet/Disabled</p>			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>311 Dispatcher</p> <p>Brooklyn</p>	<p>The 311 Dispatcher in the Street to Home Brooklyn/Queens program will work in a 24/7 street outreach program that addresses homelessness and related activity in all of Brooklyn and Queens. The 311 Dispatcher reports to the Program Analysis & Report Manager. She/he will work in the main program office located in Brooklyn and will be receiving incoming 311 calls that are routed to the program from the City's main 311 system. The 311 dispatch position is a 24/7/365 position and the incumbent will be assigned shifts that are generally broken down as follows 12am-8am, 8am-4pm, and 4pm-12am. The 311 dispatcher will receive calls, document call information, and deploy appropriate outreach response teams. The 311 dispatcher will interact with callers, the City's 311 personnel, employees from the Mayor's Office and the Department of Homeless Services, and program staff. The incumbent must respond to each call with urgency, professionalism, and compassion. In an effort to meet program performance targets, the 311 dispatcher must be agile and have excellent oral and written communication skills and she/he must be highly organized.</p> <p>ESSENTIAL DUTIES:</p> <p>Respond to incoming 311 calls Ensure deployment of outreach response team Close out 311 calls with the caller and appropriate City agency(ies) Record 311 call data Filing, paper work, data entry as needed As part of a team, achieve performance targets with regards to 311 response Performs other related duties as assigned</p>	<p>Bachelor's Degree or equivalent experience Experience in customer service Excellent interpersonal, problem solving, verbal and written skills Ability to communicate and work with diverse populations Detailed oriented and highly organize Bilingual Spanish/English is preferred Excellent computer skills, including proficiency in Microsoft Word and Excel. Familiarity with Access-based databases and the ability to learn new programs are preferred</p> <p>SPECIAL QUALIFICATIONS: Must be able to work in a 24/7/365 program where shifts are subject to change to ensure continuity of operations.</p> <p>To Apply: www.breakingground.org/careers</p>	<p>Posted: 10/28/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Assistant Director Manhattan	<p>Housing Operations & Programs (HOPs) is responsible for the day-to-day management of Breaking Ground's (BG's) programs including street outreach, transitional housing services, and permanent housing buildings. HOPS plays an integral role in BG's overall mission by providing the foundation for individuals to make a successful transition from homelessness, through immediate intervention services, housing placement, and long term support once housed. The Business Operations team is a unit within HOPs that provides a matrix of integrated services to the buildings and programs within the department. The Assistant Director - Business Operations will support the AVP and Director - Business Operations in the development and implementation of unit goals, including establishing and updating HOPs policies, procedures, best practices; fostering clear communications within HOPs; and engendering coordination between HOPs and other departments. He/she will also oversee the continued roll out of Maintenance Connection, tracking vendor contracts, reporting insurance claims, and conducting trainings. He/she will support the AVP and Director in the BG corporate budget process, will attend meetings and will represent HOPs/Business Operations unit as needed."</p> <p>ESSENTIAL DUTIES:</p> <p>In coordination with supervisor, oversee continued rollout of HOPS SharePoint site, sub-sites, and group pages. Update sites and develop new SharePoint resources as needed</p> <p>Update policies and procedures as directed by project workgroups, position groups, or supervisor. Develop tools for communicating HOPs policies within HOPs and to other BG depts.</p> <p>Support Director - Business Operations in review of vendor contracts. Manage vendor contract tracking including standardizing and centralizing document storage, recording expirations, notifying buildings and programs of pending expirations. Follow up to ensure timely renewals</p> <p>At the direction of the Director - Business Operations, tracking insurance related activities, including reporting, risk assessment inspections, and needed follow up for claims</p> <p>Provide ongoing monitoring and support for asset management and other databases, including MRI, Maintenance Connection, and Real Page</p>	<p>Experience with data entry; database management & implementation preferred Facilities/Property Management background, including rent collection, preferred, not required</p> <p>This individual will need to develop familiarity with facilities, rent collection, and property management activities</p> <p>BA, BS, or equivalent experience</p> <p>Strong computer knowledge, verbal and written skills, and ability to coordinate and communicate with various levels of staff/departments</p> <p>Experience with database systems. Strong knowledge of Excel and Word.</p> <p>MS-SQL and SharePoint preferred</p> <p>To Apply; http://secure-web.cisco.com/1MP7zpaakm7lq4AVAh_4V13kb_n1aci4h6nww2g5GeV5p5euOHZwYTs4eGtXTNznGfIXNpV3XXIMg7JG6OAg0KH0pE80UQZSSdFNIFK1aRI-OrmkI1Rw921KhuqTuGg0D5u3g9TBUQKprO1dq-D6cyWx2ijaZxSX1IEAbws0TGRsnQHaTk6hSA5AHJMpWdz/http%3A%2F%2Fwww.breakingground.org%2Fcareers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/30/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
		<p>Monitor, analyze, and generate routine and as needed reports from other software including Site Compli, Energy Scorecards, Section 8 portals, and NYC Dept. of Finance. Support buildings in addressing issues</p> <p>Develop and conduct trainings for HOPs staff including for MRI, MC, Energy Scorecards, Real Page, SharePoint, incident report writing, accident reporting, and in other areas as needed</p> <p>Liaise with finance and HOPs to address and resolve tenant rent and other issues</p> <p>Assist with corporate budget process</p> <p>Performs other related duties as assigned</p>				

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Assistant Director of Leasing Manhattan	<p>Breaking Ground's mission is to strengthen individuals, families and communities by developing and sustaining exceptional supportive and affordable housing as well as programs for homeless and other vulnerable New Yorkers.</p> <p>The Assistant Director of Leasing is responsible for managing the selection of applicants for and leasing for a portfolio of Breaking Ground's supportive housing buildings and/or affordable housing that is managed by Breaking Ground and for profit developers. S/he will supervise a team of staff who work directly with low-income and special needs applicants and pair them with available units. S/he will conduct all job related duties in compliance with LIHTC guidelines, other housing contracts and equal housing opportunity laws.</p> <p>ESSENTIAL DUTIES: Oversee a team of staff responsible for managing the day-to-day leasing operations for the permanent housing properties of BG Work in close partnership with members of the Compliance team and BG Building Directors to ensure occupancy standards and compliance with regulatory agreements Manage housing lotteries Manage reporting/data collection for the unit - occupancy stats, outcomes, demographics, homeless status, etc. Oversee selection of applicants Communicate with applicants for housing Communicate with private developers on recommendation of applicants for housing Communicate with site staff and private developers regarding problem solving and evaluation Performs other related duties as assigned</p>	<p>Familiarity with Tax Credit Compliance in a Real Estate Finance Environment. One year of management experience Experience working with low income populations Working knowledge of Low Income Housing Tax Credits and Section 8 Detail oriented and organized. Flexibility, creativity and initiative to work both independently and as part of a team Superior writing and analytical skills Ability to interact effectively with all levels of staff and management</p> <p>EDUCATION: Bachelor's or equivalent experience</p> <p>COMPUTER SKILLS: Proficiency in Microsoft Office - including Word, Excel, Access, and Outlook</p> <p>Breaking Ground's leasing staff operates under aggressive benchmarks/goals. Requires visiting buildings and leasing offices throughout NYC that are owned and/or managed by Breaking Ground. In addition, variations in turn over of units creates an environment that is fast-paced and challenging. Staff are called upon to make decisions based on facts not emotions which can be difficult given the needs of the applicant pool.</p> <p>To Apply: http://secure-web.cisco.com/1TAu8OUTou2ngs1uh2lpFw8RF_wla2oYi1URdw1dFZjAuNdjx2Tl3uSrmYR4JG24etLobDfbZ7d_GczukRjwW1rLBxmf_b-hsqp_ltOF-xbsACF7D7Gm__68j2_avGhBjrnoNwAvBKDhQd3McqN0uuCD-Bki8Slxlr3pVa9DX5L1sM4sZ7GYUi8UKGGa_4OH/http%3A%2F%2Fwww.breakingground.org%2Fcareers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/30/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Asst. Director of Operations</p> <p>Brooklyn</p>	<p>Breaking Ground (BG) is opening two new Safe Haven programs in located in Brooklyn, NY. BG Safe Havens serve as transitional housing for chronically street homeless men referred by Breaking Ground's Street to Home program and other outreach programs. BG Safe Havens offers an alternative to life on the street: private, safe, clean, and affordable short-term accommodations. The programs embrace a housing first and harm reduction philosophy with an aim at helping residents secure appropriate permanent housing. On-site case management and clinical services are available to meet the needs of its residents and to help them secure permanent housing.</p> <p>The Assistant Director of Operations (ADOO) reports to the Program Director and is responsible for the day-to-day operations of the building, including (but not limited to) oversight of the building infrastructure systems (heat, electricity, elevator), turnover of vacant units, pest control services, 24 hour housekeeping staff, 24 hour residential aide staff, and 24 hour contracted security. The ADOO must ensure that the facility is being operated in compliance with multiple regulatory agencies, including (but not limited to) Department of Buildings, FDNY, the NYS Office of Temporary & Disability Assistance, the NYS Office of Mental Health.</p> <p>Additionally, the ADOO will be responsible for frequent collaboration with the Clinical Coordinator on resident-related issues and maintaining strong and open communication to ensure that residents' and building needs are being met.</p> <p>ESSENTIAL DUTIES:</p> <p>Managing all building systems, including HVAC, elevator, & access control</p> <p>Supervising 24/7 operations staff, including residential aides, housekeeping, food service, & security</p> <p>Managing all City & State building inspections and/or compliance guidelines</p> <p>Managing inspections of residents' units and ensuring site is in compliance with local health & safety standards</p> <p>Acting as liaison with outside vendors, ordering supplies, & ensuring proper inventory</p> <p>Ensuring resident incidents are documented and responded to in accordance with agency, City and State standards</p> <p>As part of building management team, work closely with Program Director and Clinical Coordinator to meet resident needs &</p>	<p>Minimum of 5 years in a supervisory capacity in a residential building</p> <p>Minimum of 5 years training & experience in building systems, including boilers, HVAC, plumbing, electrical, and security/access control</p> <p>Current Fire Safety Director Certification; minimum of 3 years experience in fire safety systems.</p> <p>Demonstrated experience & success in working with diverse individuals and special needs populations</p> <p>Preferred training in CPR & First Aid, Opiate Overdose Prevention, Fire safety systems, crisis intervention, de-escalation</p> <p>Strong supervisory skills, including previous experience managing a 24/7 operation & staff</p> <p>Solid verbal and written skills.</p> <p>Bilingual Spanish/English is preferred</p> <p>Bachelor's Degree or equivalent experience</p> <p>Excellent computer skills, including proficiency in Microsoft Word and Excel.</p> <p>Familiarity with Access-based databases and the ability to learn new programs are preferred</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled.</p>	<p>Posted: 10/28/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
		<p>challenges</p> <p>Ensure timely turnover of vacant units</p> <p>Manage facilities and security budgets and ensure cost-effective use of resources 5%</p> <p>Performs other related duties as assigned</p>				
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Asst. Director of Programs</p> <p>Manhattan</p>	<p>Breaking Ground (formerly known as Common Ground) is currently looking for an Assistant Director of Programs to join our team at the Times Square. The Times Square is Breaking Ground's flagship building with 652 units of supportive housing. The Assistant Director of Programs is responsible for supervising the programs department team including rent administration, tenant services and front desk staff, working closely with tenants to resolve problems and partnering with onsite social services. They are also responsible for site compliance with auditors, regulatory agencies, and coordination with outside counsel. The Assistant Director of Programs also plays a crucial role in setting a positive tone for the building that values providing safe, secure, well managed permanent housing and contributing to Breaking Ground's overall mission of ending homelessness.</p> <p>ESSENTIAL DUTIES</p> <ul style="list-style-type: none"> ·Address building issues and tenant concerns in a timely fashion ·Program oversight, staff supervision, recruitment and evaluation ·Coordinate with CUCS and other Breaking ground departments ·Work with outside counsel on tenant related legal issues: represent BG in court as necessary ·Ensure compliance with funding, program and audit requirements ·Report on outcome, goals and data tracking ·Macro level planning and communication with Assistant Director's at other site ·Represent Breaking Ground at external meetings ·Performs other related duties as assigned 	<p>At least 5 years experience in a managerial capacity</p> <ul style="list-style-type: none"> ·Requires an ability to handle high priority tasks simultaneously. ·Experience with property management and working with special needs populations ·Training in tax credit compliance, mediation, dispute resolution are preferred. ·Superior organizational and interpersonal skills. ·Flexibility, creativity and initiative to work both independently and as part of a team. ·Excellent written and verbal communication skills are a must. ·Bachelors Degree, preferably Master's degree in related field or equivalent experience ·Advanced Word, Excel, ability to use internal property management systems ·Commitment to working in a collaborative environment, providing assistance and support to program operations. ·Notary license required. <p>To apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 10/28/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email:</p> <p>jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA	BK Pub. Library Housing Adv.	The Brooklyn Public Library Housing Advocate (BPLHA) is a Part Time position (2) that will work as part of a team of three to engage homeless individuals utilizing the Brooklyn Public Library system. The BPLHA will work within the Brooklyn Public Library branches and will conduct outreach, and assessment, engaging individuals to determine homelessness history, services needed and appropriate placement options. The BPLHA will be responsible for gaining a holistic understanding of the homeless population accessing the library and will work in collaboration with the Brooklyn Public Library Program Coordinator and other relevant parties to implement appropriate housing and service solutions. The BPLHA will be responsible for the outreach activities within the library branches and will be responsible for ensuring that all required reporting, paperwork, procedures and protocols are followed.	Two years related work experience preferred. Preference given to those with experience working among homeless individuals. Knowledge of local benefit agencies (Public Assistance). Familiarity with substance abuse, mental health and employment issues. Strong oral and written communication skills. Excellent interpersonal and problems solving skills. Bachelor's degree preferred, in Social Work or a related field. Proficiency with Microsoft Office (Word, Outlook, Excel). Bi-lingual (English/Spanish) preferred. Valid NY State Driver's License	Posted: 10/28/2016 Benefits: Unknown	FT/PT: PT Hrs/Week:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Brooklyn	<p>ESSENTIAL DUTIES</p> <p>Serve as part of a two-person team engaging all individuals who appear homeless in the Brooklyn Public Library System</p> <p>Offer services to homeless clients; accompany clients to appointments, or to access services.</p> <p>Maintain recordkeeping files and databases, completion of necessary reports and data entry. Give oral and written reports on shift activities</p> <p>Collaborate with Library Staff and other agencies</p> <p>Coordinate delivery of care with other agencies</p> <p>Assist Program Coordinator with trainings and library surveys</p> <p>Performs other related duties as assigned</p>	EOE/M/F/Vet/Disabled		Salary: Pay/Hr:	

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Brooklyn Safe Haven</p> <p>Brooklyn</p>	<p>Breaking Ground (BG) is opening two new Safe Haven programs in located in Brooklyn, NY. BG Safe Havens serve as transitional housing for chronically street homeless men referred by Breaking Ground's Street to Home program and other outreach programs. BG Safe Havens offers an alternative to life on the street: private, safe, clean, and affordable short-term accommodations. The programs embrace a housing first and harm reduction philosophy with an aim at helping residents secure appropriate permanent housing. The Housing Specialist will work closely with clients, members of the city contracted outreach teams, and partner agencies to prepare clients for permanent housing.</p> <p>The Housing Specialist will help achieve program targets by expediting the housing placement process by assisting residents in achieving housing readiness, establishing eligibility profile, seeking out and matching permanent housing opportunities. In coordination with the Senior Housing Advocate help complete and submit housing applications and secure housing interviews. Must be able to assist with mock interviews, conduct housing related groups, escort clients to appointments, and assist in move-in's.</p> <p>ESSENTIAL DUTIES: Ensure clients are prepared for the housing process by conducting mock interviews. groups, escorts to housing interviews, and ensuring that all necessary documents for housing applications have been secured Help prepare and review HRA 2010e and other appropriate housing applications Clearly communicate with case management staff regarding upcoming interviews, sent applications, and follow-up with housing providers, via progress notes, staff meetings and weekly supervision Track clients progress towards housing readiness Identify and maintain a wide array of housing options and resources, including building relationships with fair market landlords. and rented rooms when appropriate Ensure that clients are matched and placed in housing appropriate to their needs Escort to clients appointments as needed Performs other related duties as assigned</p>	<p>Bachelor's degree or equivalent Substance abuse, homelessness, motivational interviewing, mental health conditions, preferred Two (2) years' experience, preferably in a non-profit or real estate environment, knowledge of supportive housing and DHS housing programs preferred Previous experience working with homeless/formerly homeless populations, adults with substance abuse /dual diagnosis preferred Excellent interpersonal and problem solving skills. Also strong writing and verbal communication skills. Preference given to those bilingual in Spanish and English Proficiency with Microsoft Office (Word, Outlook, Excel) Preference given to those with experience with HRA 2010e, AWARDS /Foothold and CARES Must have the ability to handle multiple tasks in a fast paced, dynamic team environment and willingness to shift easily between various responsibilities with diverse populations. Must be able to use public transportation to accompany clients to appointments. Must be willing and able to engage in moderate physical activity to engage with street homeless individuals. Such activities include and are not limited to moderate walking and climbing. To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/16/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Case Manager</p> <p>Brooklyn</p>	<p>Breaking Ground (BG) is opening two new Safe Haven programs in located in Brooklyn, NY. BG Safe Havens serve as transitional housing for chronically street homeless men referred by Breaking Ground's Street to Home program and other outreach programs. BG Safe Havens offers an alternative to life on the street: private, safe, clean, and affordable short-term accommodations. The programs embrace a housing first and harm reduction philosophy with an aim at helping residents secure appropriate permanent housing. On-site case management and clinical services are available to meet the needs of its residents and to help them secure permanent housing.</p> <p>The Case Manager will provide case management services to homeless individuals, some with multiple disabilities, in order to assist the individual in the transition to permanent housing.</p> <p>ESSENTIAL DUTIES:</p> <p>Conduct an initial assessment of incoming clients who are referred from the shelter system</p> <p>Conduct psychosocial evaluations</p> <p>Connect clients to psychiatric services</p> <p>Connect clients to medical treatment & substance abuse treatment facilities when applicable</p> <p>Obtain identification, public benefits and other applicable income sources for clients</p> <p>Meet regularly with clients to assess needs, encourage harm reduction, and develop service plans</p> <p>Prepare all documentation for housing applications; Assist and counsel clients in the process of obtaining permanent housing</p> <p>Maintain record keeping in compliance with agency standards as well as those of City and State agencies</p> <p>Intervene in crisis situations</p> <p>Escort clients to appointments when needed</p> <p>Performs other related duties as assigned</p>	<p>Experience:</p> <p>Four years of work experience, experience working with homeless adults and substance abuse issues preferred; Experience with harm reduction and motivational interviewing techniques strongly preferred.</p> <p>Education:</p> <p>Bachelors Degree or equivalent work experience</p> <p>COMPUTER SKILLS:</p> <p>Microsoft Office Suite and electronic case record systems; Experience with Foothold technology and with CARES experience is preferred</p> <p>To apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/16/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Case Manager Brooklyn	<p>Located in Brooklyn, the East Flatbush Safe Haven serves as a transitional housing program for 110 chronically street homeless individuals. This transitional housing program embraces a housing first and harm reduction philosophy with an aim at helping residents secure appropriate permanent housing. The Case Manager will provide case management services to homeless individuals, some with multiple disabilities, in order to assist the individual in the transition to permanent housing.</p> <p>ESSENTIAL DUTIES: Conduct an initial assessment of incoming clients who are referred from the shelter system Conduct psychosocial evaluations Connect clients to psychiatric services Connect clients to medical treatment & substance abuse treatment facilities when applicable Obtain identification, public benefits and other applicable income sources for clients Meet regularly with clients to assess needs, encourage harm reduction, and develop service plans Prepare all documentation for housing applications; Assist and counsel clients in the process of obtaining permanent housing Maintain record keeping in compliance with agency standards as well as those of City and State agencies Intervene in crisis situations Escort clients to appointments when needed Performs other related duties as assigned</p>	<p>Four years of work experience, experience working with homeless adults and substance abuse issues preferred Experience with harm reduction and motivational interviewing techniques strongly preferred. Bachelors Degree or equivalent work experience Excellent computer skills, including proficiency in Microsoft Word and Excel. Familiarity with Access-based databases and the ability to learn new programs are preferred Bilingual Spanish/English is preferred To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/11/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Case Manager - Scatter Site Citywide	<p>The Incumbent will provide services to dually diagnosed/co-occurring clients with a history of chronic homelessness housed in Breaking Grounds Scatter Site Program throughout New York City. The incumbent is responsible for providing supportive services to assist clients with maintaining their housing. The incumbent will achieve this by: assisting clients with maintaining benefits, coaching clients on daily living skills and linkage services to substance abuse, medical and mental health services. The incumbent will conduct weekly home visits and implement the client centered model to enhance services. The Scatter Site Program is a Harm Reduction Model Program.</p> <p>ESSENTIAL DUTIES: Manage a caseload of dually diagnosed clients Conduct weekly home visits(field visits) Escort clients to scheduled HRA, Medical & Mental Health appointments as needed Provide collateral contacts, referrals, and implementation of wrap around services Create and implement progress notes, psychosocial, service plans and assessments Participate in weekly clinical meetings Perform other related duties as assigned</p>	<p>Two years of experience working with dually diagnosed/occurring clients Knowledge of DSM-IV or V and harm reduction model Ability to engage clients who may suffer from pathological issues Exceptional assessment, communication and writing skills Must have experience with mental health and substance abuse services Proficient in Microsoft office suite required, AWARDS database experience preferred .Computer Savvy Ability to travel on public transportation, manage time efficiently and adapt quickly to change Bachelor degree in social work or equivalent experience Bilingual a plus To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled</p>	<p>Posted: 10/28/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA	Connections Housing Advocate	The Connections Housing Advocate works with chronic street homeless individuals living in Brooklyn and Queens. Specifically, s/he will work with the client to deliver comprehensive housing placement and case management services that include but are not limited to obtaining a TB test, securing income (in collaboration with the Entitlements Unit), obtaining identification, completing psychosocial assessments, facilitating psychiatric evaluations, complete the HRA 2010e and other appropriate housing applications, and to secure safe haven, stabilization bed, and ultimately permanent housing placement. Connections Housing Advocate will build a relationship with client utilizing motivational interviewing to encourage client to work towards permanent housing.	Two years related work experience. Knowledge of local benefit agencies (Public Assistance). Familiarity with substance abuse, mental health and employment issues. Strong oral and written communication skills. Bachelor's degree preferred, in Social Work or a related field. Microsoft Office Suite and electronic record keeping. Bi-lingual (English/Spanish) To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled	Posted: 10/14/2016 Benefits: Unknown	FT/PT: FT Hrs/Week:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Citywide	ESSENTIAL DUTIES: Complete steps necessary to place client into safe haven and/or stabilization bed Complete steps necessary for submission of client's HRA 2010e application Escort clients to appointments Develop and maintain recordkeeping files and databases, completion of necessary reports, data entry Collaborate with the team of other Housing Advocates Liaise/collaborate with other service providers/case managers/social workers, etc. Performs other related duties			Salary: Pay/Hr:	

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA	Connections Housing Advocate	The Connections Housing Advocate works with chronic street homeless individuals living in Brooklyn and Queens. Specifically, s/he will work with the client to deliver comprehensive housing placement and case management services that include but are not limited to obtaining a TB test, securing income (in collaboration with the Entitlements Unit), obtaining identification, completing psychosocial assessments, facilitating psychiatric evaluations, complete the HRA 2010e and other appropriate housing applications, and to secure safe haven, stabilization bed, and ultimately permanent housing placement. Connections Housing Advocate will build a relationship with client utilizing motivational interviewing to encourage client to work towards permanent housing.	Two years related work experience. Knowledge of local benefit agencies (Public Assistance). Familiarity with substance abuse, mental health and employment issues. Strong oral and written communication skills. Bachelor's degree preferred, in Social Work or a related field.	Posted: 9/30/2016 Benefits: Unknown	FT/PT: FT Hrs/Week:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Citywide	ESSENTIAL DUTIES: Complete steps necessary to place client into safe haven and/or stabilization bed Complete steps necessary for submission of client's HRA 2010e application Escort clients to appointments Develop and maintain recordkeeping files and databases, completion of necessary reports, data entry Collaborate with the team of other Housing Advocates Liaise/collaborate with other service providers/case managers/social workers, etc. Performs other related duties	Microsoft Office Suite and electronic record keeping. Bi-lingual (English/Spanish) To Apply: http://secure-web.cisco.com/1wgU6mQMzkoB1TaXH_z1RbXBzYy1FXYXiB-gClgwx_1ObgzjRc_9klzaHw0DN1B_Eu2S4L_CuQ1MBFPWQMxt3P8Z_Q65olx08kor2iQpn_1zVj1PQzD8wxavBW0Kx4zo14Btlw4c-3m7iXylX5Au6NgxLcQEXjqcfkN34M1rLk_BUJjsmf1ZWrrcTifg/http%3A%2F%2Fwww.breakingground.org%2Fcareers EOE/M/F/Vet/Disabled		Salary: Pay/Hr:	

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Breaking Ground -- SHA HR Department -- Aff.	Controller - Not-for-Profit Manhattan	<p>The Controller - Not-For-Profit Operations, provides day-to-day management of all not-for-profit (NFP) operations and staff within the Finance department. Works closely with Controller-Real Estate Operations to ensure the Finance department operates in a collaborative and effective manner. Provides direct support and assistance to the CFO in accomplishing his/her responsibilities. Acts as key financial liaison with all BG NFP departments (especially the Housing Operations and Programs department), and government agencies (with whom BG or our service partners hold contracts), and all social service partners. With the Controller-Real Estate Operations, functions as the CFO in his/her absence.</p> <p>ESSENTIAL DUTIES:</p> <p>Manages the day to day operations of all NFP functions within the Finance dept., including related Financial Reporting and General Accounting, Treasury Functions, Budgeting and Financial Planning, Government Grants Accounting, and responding to requests from other CG departments (primarily Housing Operations and Programs)</p> <p>Manages the preparation of monthly NFP financial statements and reports, and all related account analysis</p> <p>Manages and prepares all related financial forecasts and cash flow projections, including related to government contract spending</p> <p>Manages all NFP cash operations including bank reconciliations, and lines of credit/borrowing facilities</p> <p>Oversees year-end NFP audits by outside accounting firm and/or government agencies, and related tax return preparation, including A-133 audits and Consolidated Financial Reports, and functions as primary liaison with these auditors</p> <p>Manages financial compliance information for government agencies and banking institutions, and functions as primary liaison with them</p> <p>Provides financial management assistance to the CFO</p> <p>Prepares special financial analysis as required</p> <p>Performs other related duties as assigned</p>	<p>At least 8-10 years of public/corporate accounting experience, in a senior financial management role. Not-for-profit experience required</p> <p>Strong accounting background and related training</p> <p>Strong management skills; exceptional writing and interpersonal skills, skilled at: problem solving, written and verbal communications, attention to detail, planning/organizing, quality control, adaptability. Must be able to work independently in a fast-paced environment and manage multiple priorities simultaneously</p> <p>Bachelor's degree or MBA in accounting, or equivalent experience</p> <p>Proficiency in Excel, and related Microsoft software required; knowledge of Financial Edge strongly preferred; knowledge of OLAP tools very helpful</p> <p>CPA required</p> <p>To Apply: http://secure-web.cisco.com/1B4xWw3Pe5UFceoH_cS7Mh_r6h0QQgLOcnKjNHbMltw4W3xkSfiyKRWeb1HDnwQNx_x2VRXnFracumyY0_wcL8300XOOE0EmugP4PNEbq_DNzZVgST6llJwu6AGPP5BazCKstctt7U2fmDBS7InEg8u4ST5CG-1k17hEPSiSHQwp2uTOC-bSI1u2YlbYptZO-0/http%3A%2F%2Fwww.breakingground.org%2Fcareers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/30/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email:</p> <p>jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Director - Financial Planning Manhattan	<p>Provides direct support to the CFO to accomplish his/her responsibilities and to facilitate sound business decisions including (but not limited to) quarterly forecasting, quarterly Board reporting, annual audits, management of the annual CG budget process and related monthly financial reporting, development of a three year financial plan, special projects related to housing development / operations and/or other CG activities, as well general oversight of Finance department's priorities (including regular meetings) to ensure all projects are kept on schedule and various deadlines are met.</p> <p>ESSENTIAL DUTIES: Assist with development of 1 and 3 year financial forecasts and plans and implement/oversee quarterly forecast process once in place Manage CG's annual budget process including budget reporting to the Board and other budget related analyses Oversee the billing process for Leasing & Compliance clients and ensure revenue related to Leasing & Compliance and the PGB (CG ventures) is recorded and recognized properly Provide financial reporting and analytics for all CG NFP departments Provide financial reporting and analytics for all CG ventures (PGB, Third Party and new lines of business as entered) Assist the Controllers/CFO with preparation and review of various financial statements, analyses and documents, as necessary Manage the financial strategic planning committee meetings, including scheduling the meetings and taking the minutes, and organizing, tracking, summarizing, and reporting the work of the committees and related subcommittees Assist with the annual audit(s) and other major Finance dept. processes, especially related to the CFO role Prepare and manage special project work and other assignments, as assigned by the CFO Performs other related duties as assigned</p>	<p>Bachelor's degree or MBA in accounting, or equivalent experience Strong accounting and budget background and related training At least 6 - 8 years of public / corporate accounting experience Strong management skills; exceptional writing and interpersonal skills, skilled at problem solving, written and verbal communications, attention to detail, planning / organizing, quality control, adaptability. Must be able to work independently in a fast-paced environment and manage multiple priorities simultaneously CPA preferred Proficiency in Excel, and related Microsoft products</p> <p>To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/16/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Director, Communications Manhattan	<p>Breaking Ground employs a Director, Communications because the agency has multiple constituents and stakeholders who should be kept apprised of our purpose, activities and outcomes if we are to have optimal impact on addressing homelessness. This position is, thus, connected to the agency's mission through promoting understanding and support of its mission. Its key customers include Breaking Ground donors, government officials, an array of not-for-profits, and individuals within academia.</p> <p>ESSENTIAL DUTIES: Develop, in collaboration with the VP, EA all aspects of agency's annual communications strategy and tactics (e.g., events), and implement strategy with VP, EA, Breaking Ground's public relations firms and any other external parties required to realize this strategy. Serve as the editorial manager and often writer for communications, including eNewsletter/eBlasts, Annual Report, agency brochures and all original collateral materials used within informational packets. Assure consistency and integrity of branding across Breaking Ground products (including by our Young Professionals Committee) and for multiple collaborations by external parties. Manage Breaking Ground's social media presence. Provide routine task support as needed for messaging at Breaking Ground special events. Assist in public relations and work with key organizational partners (including, for instance to submit award applications). Performs other related duties as assigned.</p>	<p>Two - Four years' experience creating and implementing measurably effective communications strategies to advance understanding and awareness of a group's purpose, products and impact through both traditional and new media platforms. Must have demonstrated experience with writing a variety of concise communication products for multiple purposes and audiences. Graphic design experience a plus. Training in web content management systems and web oriented graphic design will be provided as necessary. Excellent written and verbal skills; self-starter with high energy and demonstrated collaborative experience; strategic and creative thinker; good knowledge of graphic design; ability to multi-task; strong interpersonal skills. Bachelor's degree or equivalent. Adobe Acrobat; Adobe Creative Suite; Word; PowerPoint; and Excel.</p> <p>This function requires tact and especially thoughtful judgment to develop messaging that consistently promotes and in no way jeopardizes Breaking Ground's reputation, including through interactions with the press.</p> <p>To Apply: http://secure-web.cisco.com/1xZWiloZyuZ0VIA9nbX_znkjlld-2b0eE0LJCbRkNdKeQ3DpfOGGhOGhQFTHVrmLyf95wNa41AePaOBzGfw943UWgJuJxHxLUdhLhQY9H3g93iuekjyuR9WNWkcrNPZZXYQPmmhFluFXRZmlvUYJvDvYwhFX-cJkhJ7w9fUablcfUG2g5ejS2ovKpE7Kzdim/htp%3A%2F%2Fwww.breakingground.org%2Fcareers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/30/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Director, Recruitment Manhattan	<p>This position will oversee the recruitment and selection of competent and motivated candidates to join Breaking Ground. Provides counsel and guidance to supervisors/managers and employees in interpreting Breaking Ground policies and procedures as well as any and all Federal and State regulations related to the recruitment and selection process.</p> <p>This position has four key organizational responsibilities: 1) Collaborate with partners to understand, prioritize and address key recruiting needs. 2) Develop and execute recruitment procedures and communicate same to supervisors/managers. 3) Ensure that required compliance are completed and documented. 4) Leverage the organization's intranet and other tools and resources on implementing a full cycle recruitment process. Additionally, he/she will oversee recruitment and onboarding of all new staff.</p> <p>ESSENTIAL DUTIES</p> <ul style="list-style-type: none"> ·Manage job posting and recruitment efforts leveraging BG technology, including Internal and External websites such as Ceridian, Idealist, SHNNY, etc. · Create all offer letters and send to candidates with required supporting documentation (including Wage Rate, Back Ground Authorization and Sterling Background) ·Partner with BG Management, Directors, Managers, and Supervisors to determine staffing needs. ·Point person for Affirmative Action Plan annual compliance ·Develop / Monitor / Implement SharePoint recruitment page to support BG managers ·Ensure compliance of employee files ·Assist, plan and execute employee events ·Coordinate New Hire Orientation ·Performs other related duties as assigned 	<p>2-4 years recruitment ·2-4 years general HR legal and compliance experience ·2-4 years experience preparing AA plan ·2 years experience with staff events ·Strong collaboration skills required ·Initiative and judgment- with good decision making skills ·Ability to multi task ·Strong writing skills ·Bachelors Degree or equivalent experience ·Microsoft office suite with strong Word, Power Point and Excel skills, Prefer experience with Office 365, SharePoint (contributor or admin level)</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 10/28/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA	Director, Staff Development	This position has four key organizational responsibilities: 1) Collaborate with partners to understand, prioritize and address key training and development needs. 2) Develop and execute a training plan and budget that prepares staff to advance. This will include an emphasis on management and leadership training. 3) Ensure that required compliance trainings are complete and documented. 4) Leveraging the organization's intranet and other tools, develop and execute a communication and staff events plan that bridges sites, goals, mutual outcomes.	2-4 yrs curriculum development ·2-4 yrs virtual training environments ·1-3 yrs staff communication ·1-2 yrs experience working with employee intranets preferred ·Train the Trainer ·Project Management · Strong collaboration skills required ·Initiative and judgment- self-starter with good decision making skills ·Public speaking/training delivery ·Able to multi task ·Strengths based approach ·Strong writing skills ·Bachelors Degree or equivalent experience ·Microsoft office suite with strong Word, Power Point and Excel skills Prefer experience with Office 365, SharePoint (contributor or admin level)	Posted: 10/28/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Manhattan	<p>ESSENTIAL DUTIES</p> <ul style="list-style-type: none"> ·Create and monitor annual training/events/communications plans and budgets ·Collaborate with field to develop (using in house and outsources Subject Matter Experts) training programs that meet organization and employee needs ·Leveraging technology, develop/publish on demand and web based training ·Deliver, track, manage compliance and other required trainings ·In collaboration with HR and Payroll AVP's, manage employee wellness programs ·Manage staff communication planning and execution ·Use expertise in training and communication technology to connect resources, needs and locations ·Performs other related duties as assigned 	<p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Eligibility Specialist Manhattan	<p>Breaking Ground's mission is to strengthen individuals, families and communities by developing and sustaining exceptional supportive and affordable housing as well as programs for homeless and other vulnerable New Yorkers.</p> <p>The Eligibility Specialist is responsible for screening applicants for both Breaking Ground's more than 2000 units of supportive housing apartments and affordable housing that is managed by Breaking Ground and for profit developers. S/he will work directly with low-income and special needs applicants and pair them with available units. S/he will conduct all job related duties in compliance with LIHTC guidelines, other housing contracts and equal housing opportunity laws.</p> <p>ESSENTIAL DUTIES: Make initial contact with lottery and wait listed applicants Request and review initial verifications of applicants' housing, income and assets from applicants and third parties Determine initial eligibility of applicants Contact applicants to collect and update documents Send initial eligible and ineligible letters to applicants Schedule interviews with applicants who have not submitted initial documentation Assist with housing lotteries Assist in the procurement of Project-Based and Housing Choice Voucher applications Performs other related duties as assigned</p>	<p>Two (2) years of comparable work experience in supportive housing, property management, social services or a closely related field Experience and/or commitment to working with low income populations. Working knowledge of Low Income Housing Tax Credits, Section 8, (NYCHA and HPD) DHCR, Rent Stabilization Law, Rent Guidelines Board and Fair Housing Detail oriented and organized. Flexibility, creativity and initiative to work both independently and as part of a team Superior writing and analytical skills Ability to interact effectively with applicants, tenants and with all levels of staff and management</p> <p>EDUCATION: Bachelor's or equivalent education and experience</p> <p>COMPUTER SKILLS: Proficiency in Microsoft Office - including Word, Excel, Access, and Outlook</p> <p>Breaking Ground's leasing staff operates under aggressive benchmarks/goals. In addition, variations in turn over of units creates an environment that is fast-paced and challenging. Staff are called upon to make decisions based on facts not emotions which can be difficult given the needs of the applicant pool.</p> <p>To Apply: http://secure-web.cisco.com/1zgptMKXbEFVqvVdECLuM1JPopJTwyYlxzzS9uKV_pHauh8HqcNk4r5pA3sUtl87kpa0HJHkZ_UwukSVtrZuuVydCJnEt7nuV7oiWSurpAM6Ti6PA9E5QUZOYjdrb2-IL_MNBy-B-giKRK_6AVxylIifs4YEgCtrAaUt-x3x-GeTcAbv7n-wfNbOq6iQs-t-/http%3A%2F%2Fwww.breakingground.org%2Fcareers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/30/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA	Housing Advocate	The Housing Advocate will contribute to solving homelessness by providing supportive case management and housing placement services to chronic street homeless individuals in our Manhattan catchment area (As defined through Common Ground's partnership with the Manhattan Outreach Consortium). Specifically, s/he will work with the client to deliver comprehensive housing placement and case management services that include but are not limited to obtaining a TB test, securing income (in collaboration with the Entitlements Unit), obtaining identification, completing psychosocial assessments, facilitating psychiatric evaluations, complete the HRA 2010e and other appropriate housing applications, and to secure safe haven, stabilization bed, and ultimately permanent housing placement. Housing Advocate will build a relationship with client utilizing motivational interviewing to encourage client to work towards permanent housing. The Housing Advocate will also work with anyone who is street homeless in the Street to Home catchment area to the extent that it is in compliance with program operations and agency mission. The Housing Advocate is required to respond to 311's during his/her shift and canvass for clients during cold/hot weather alerts. The Housing Advocate will work closely with clients, members of the Street to Home team, including the Clinical Coordinator, and partner agencies to prepare clients for permanent housing.	EDUCATION Bachelor's degree or equivalent EXPERIENCE Preference given to those with experience working among homeless men and women SKILLS Excellent interpersonal and problems solving skills Preference given to those bilingual in Spanish and English LICENSES AND CERTIFICATION Valid NY state driver's license COMPUTER SKILLS Proficiency with Microsoft Office (Word, Outlook, Excel) and Microsoft Access database Ability to handle multiple tasks in a fast paced, dynamic team environment and willingness to shift easily between various responsibilities. This position will require street outreach and engagement of homeless individuals. Available shifts may include 5:30 a.m. - 1:30 p.m. and 9:30 a.m. - 5:30 p.m. To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled	Posted: 9/16/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Manhattan	ESSENTIAL DUTIES: Engage chronically street homeless individuals on the streets of Manhattan Assess clients for appropriate housing environment Complete housing applications Escort clients to appointments to obtain benefits, medical checkups, etc. Communicate with team members through progress notes, program databases, reports, staff meetings, and weekly clinical supervision Liaison with other service providers on behalf of clients Performs other related duties as assigned				

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Housing Advocate Outreach Manhattan	<p>The Housing Advocate will contribute to solving homelessness by providing supportive case management and housing placement services to chronic street homeless individuals in our Manhattan catchment area (As defined through Breaking Ground's partnership with the Manhattan Outreach Consortium).</p> <p>Specifically, s/he will work with the client to deliver comprehensive housing placement and case management services that include but are not limited to obtaining a TB test, securing income (in collaboration with the Entitlements Unit), obtaining identification, completing psychosocial assessments, facilitating psychiatric evaluations, complete the HRA 2010e and other appropriate housing applications, and to secure safe haven, stabilization bed, and ultimately permanent housing placement. Housing Advocate will build a relationship with client utilizing motivational interviewing to encourage client to work towards permanent housing. The Housing Advocate will also work with anyone who is street homeless in the Street to Home catchment area to the extent that it is in compliance with program operations and agency mission. The Housing Advocate is required to respond to 311's during his/her shift and canvass for clients during cold/hot weather alerts. The Housing Advocate will work closely with clients, members of the Street to Home team, including the Team Leaders, Assistant Community Director and Community Director and partner agencies to prepare clients for permanent housing.</p> <p>ESSENTIAL DUTIES: Engage chronically street homeless individuals on the streets of Manhattan Assess clients for appropriate housing environment Complete housing applications Escort clients to appointments to obtain benefits, medical checkups, etc Communicate with team members through progress notes, program databases reports staff meetings, and weekly clinical supervision Liaison with other service providers on behalf of clients Performs other related duties as assigned</p>	<p>EDUCATION Undergraduate degree or equivalent experience</p> <p>EXPERIENCE At least two years working in the same or similar work environment, experience working with homeless population preferred</p> <p>SKILLS Excellent interpersonal and problems solving skills, bilingual in Spanish and English preferred</p> <p>LICENSES AND CERTIFICATION Must have valid New York state driver's license</p> <p>COMPUTER SKILLS Proficiency with Microsoft Office (Word, Outlook, Excel) and Microsoft Access database To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled</p>	<p>Posted: 10/14/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

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Breaking Ground -- SHA HR Department -- Aff.	Housing Advocate Outreach Manhattan	<p>The Housing Advocate will contribute to solving homelessness by providing supportive case management and housing placement services to chronic street homeless individuals in our Manhattan catchment area (As defined through Breaking Ground's partnership with the Manhattan Outreach Consortium).</p> <p>Specifically, s/he will work with the client to deliver comprehensive housing placement and case management services that include but are not limited to obtaining a TB test, securing income (in collaboration with the Entitlements Unit), obtaining identification, completing psychosocial assessments, facilitating psychiatric evaluations, complete the HRA 2010e and other appropriate housing applications, and to secure safe haven, stabilization bed, and ultimately permanent housing placement. Housing Advocate will build a relationship with client utilizing motivational interviewing to encourage client to work towards permanent housing. The Housing Advocate will also work with anyone who is street homeless in the Street to Home catchment area to the extent that it is in compliance with program operations and agency mission. The Housing Advocate is required to respond to 311's during his/her shift and canvass for clients during cold/hot weather alerts. The Housing Advocate will work closely with clients, members of the Street to Home team, including the Team Leaders, Assistant Community Director and Community Director and partner agencies to prepare clients for permanent housing.</p> <p>ESSENTIAL DUTIES:</p> <p>Engage chronically street homeless individuals on the streets of Manhattan</p> <p>Assess clients for appropriate housing environment</p> <p>Complete housing applications</p> <p>Escort clients to appointments to obtain benefits, medical checkups, etc</p> <p>Communicate with team members through progress notes, program databases reports staff meetings, and weekly clinical supervision</p> <p>Liaison with other service providers on behalf of clients</p> <p>Performs other related duties as assigned</p>	<p>EDUCATION: Undergraduate degree or equivalent experience</p> <p>EXPERIENCE: At least two years working in the same or similar work environment, experience working with homeless population preferred</p> <p>SKILLS: Excellent interpersonal and problems solving skills, bilingual in Spanish and English preferred</p> <p>LICENSES AND CERTIFICATION: Must have valid New York state driver's license</p> <p>COMPUTER SKILLS: Proficiency with Microsoft Office (Word, Outlook, Excel) and Microsoft Access database</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/23/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

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Breaking Ground -- SHA HR Department -- Aff.	Housing Advocate Outreach Manhattan	<p>The Housing Advocate will contribute to solving homelessness by providing supportive case management and housing placement services to chronic street homeless individuals in our Manhattan catchment area (As defined through Breaking Ground's partnership with the Manhattan Outreach Consortium).</p> <p>Specifically, s/he will work with the client to deliver comprehensive housing placement and case management services that include but are not limited to obtaining a TB test, securing income (in collaboration with the Entitlements Unit), obtaining identification, completing psychosocial assessments, facilitating psychiatric evaluations, complete the HRA 2010e and other appropriate housing applications, and to secure safe haven, stabilization bed, and ultimately permanent housing placement. Housing Advocate will build a relationship with client utilizing motivational interviewing to encourage client to work towards permanent housing. The Housing Advocate will also work with anyone who is street homeless in the Street to Home catchment area to the extent that it is in compliance with program operations and agency mission. The Housing Advocate is required to respond to 311's during his/her shift and canvass for clients during cold/hot weather alerts. The Housing Advocate will work closely with clients, members of the Street to Home team, including the Team Leaders, Assistant Community Director and Community Director and partner agencies to prepare clients for permanent housing.</p> <p>ESSENTIAL DUTIES: Engage chronically street homeless individuals on the streets of Manhattan Assess clients for appropriate housing environment Complete housing applications Escort clients to appointments to obtain benefits, medical checkups, etc Communicate with team members through progress notes, program databases reports staff meetings, and weekly clinical supervision Liaison with other service providers on behalf of clients Performs other related duties as assigned</p>	<p>EDUCATION: Undergraduate degree or equivalent experience</p> <p>EXPERIENCE: At least two years working in the same or similar work environment, experience working with homeless population preferred</p> <p>SKILLS: Excellent interpersonal and problems solving skills, bilingual in Spanish and English preferred</p> <p>LICENSES AND CERTIFICATION: Must have valid New York state driver's license</p> <p>COMPUTER SKILLS: Proficiency with Microsoft Office (Word, Outlook, Excel) and Microsoft Access database</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/23/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Housing Advocate Outreach Citywide	<p>The Outreach Housing Advocate works with street homeless individuals living in Brooklyn and Queens. Specifically, s/he will conduct street outreach with the objective of engaging individuals to determine their eligibility for Street to Home services and to help secure appropriate housing solutions for all people who are street homeless. If chronic, Outreach Advocate will build a relationship with client utilizing motivational interviewing to encourage client to work towards permanent housing. If not chronic, Outreach Advocate will utilize available resources to secure other housing placements.</p> <p>The Outreach Advocate will work with a partner at all times and will spend the majority of the shift in an automobile conducting street outreach. The incumbent will respond to 311 calls and community concerns; participate in Code Blue and Code Red alerts; identify new hotspots/encampments and work to eradicate existing hot spots/encampments; conduct a bi-annual vulnerability index on all clients in their catchment area; and enter all required data into outreach database(s).</p> <p>ESSENTIAL DUTIES:</p> <ul style="list-style-type: none"> • Engage all persons on the street who appear homeless. • Create and maintain active registry of chronic homeless clients; non-chronic included in registry • Conduct vulnerability assessment • Attend clinical supervision and training. • Develop and maintain recordkeeping files and databases, completion of necessary reports and data entry. • Collaborate with Parks Dept, NYPD, DSNY, MTA, and other agencies • Respond to 311 calls • Participate in Code Blue/Red • Monitor encampments • Performs other related duties as assigned. 	<ul style="list-style-type: none"> • Two years related work experience • Knowledge of local benefit agencies (Public Assistance). Familiarity with substance abuse, mental health and employment issues. Strong oral and written communication skills • Bachelor's degree or equivalent education and experience • Microsoft Office Suite and electronic record keeping • Bi-lingual (English/Spanish) preferred <p>To Apply; www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/11/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: PT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Housing Specialist</p> <p>Manhattan</p>	<p>The Housing Specialist will contribute to solving homelessness by providing supportive case management and securing permanent housing placement opportunities for chronic street homeless individuals. The Housing Specialist will work closely with clients, members of the S2H team, and partner agencies to prepare clients for permanent housing. The Housing Specialist is responsible for coordinating and expediting the housing placement process. In coordination with the Clinical Coordinator and case management team, the Housing Specialist will identify appropriate and available housing opportunities based on the specific client's needs and help to secure the most suitable option. Must be able to quickly master a range of housing options and assist with housing applications, mock interviews and client advocacy.</p> <p>ESSENTIAL DUTIES:</p> <p>Engage chronically street homeless individuals around housing needs</p> <p>Help prepare and review HRA 2010e and other appropriate housing applications</p> <p>Liaison with other service providers on behalf of clients</p> <p>Communicate with team members through progress notes, staff meetings, and weekly clinical supervision</p> <p>Assist with client move-ins</p> <p>Coordination and mastery of alternative housing opportunities including scatter site, market rate apartments, nursing home, and mental health housing.</p> <p>Prepare clients for the housing process; tasks include but are not limited to mock interviews with clients, escorts to housing interviews, communications with housing providers on specific client issues</p> <p>Maintain records on interview results and housing placements; make recommendations for process improvement</p> <p>Performs other related duties as assigned</p>	<p>Bachelors preferred; preferably in social work or related field</p> <p>Preference given to those with experience working among the homeless population</p> <p>Excellent interpersonal and problem solving skills</p> <p>Proficiency with Microsoft Office (Word, Outlook, Excel)</p> <p>Preference given to those with experience with HRA 2010e and Access</p> <p>Preference given to those bilingual in Spanish and English</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/23/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Housing Specialist</p> <p>Manhattan</p>	<p>The Housing Specialist will contribute to solving homelessness by providing supportive case management and securing permanent housing placement opportunities for chronic street homeless individuals. The Housing Specialist will work closely with clients, members of the S2H team, and partner agencies to prepare clients for permanent housing. The Housing Specialist is responsible for coordinating and expediting the housing placement process. In coordination with the Clinical Coordinator and case management team, the Housing Specialist will identify appropriate and available housing opportunities based on the specific client's needs and help to secure the most suitable option. Must be able to quickly master a range of housing options and assist with housing applications, mock interviews and client advocacy.</p> <p>ESSENTIAL DUTIES:</p> <p>Engage chronically street homeless individuals around housing needs</p> <p>Help prepare and review HRA 2010e and other appropriate housing applications</p> <p>Liaison with other service providers on behalf of clients</p> <p>Communicate with team members through progress notes, staff meetings, and weekly clinical supervision</p> <p>Assist with client move-ins</p> <p>Coordination and mastery of alternative housing opportunities including scatter site, market rate apartments, nursing home, and mental health housing.</p> <p>Prepare clients for the housing process; tasks include but are not limited to mock interviews with clients, escorts to housing interviews, communications with housing providers on specific client issues</p> <p>Maintain records on interview results and housing placements; make recommendations for process improvement</p> <p>Performs other related duties as assigned</p>	<p>Bachelors preferred; preferably in social work or related field</p> <p>Preference given to those with experience working among the homeless population</p> <p>Excellent interpersonal and problem solving skills</p> <p>Proficiency with Microsoft Office (Word, Outlook, Excel)</p> <p>Preference given to those with experience with HRA 2010e and Access</p> <p>Preference given to those bilingual in Spanish and English</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/2/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Intake Specialist Manhattan	<p>Breaking Ground's mission is to strengthen individuals, families and communities by developing and sustaining exceptional supportive and affordable housing as well as programs for homeless and other vulnerable New Yorkers.</p> <p>The Intake Specialist supports the efforts of Breaking Ground to lease up and keep occupied Breaking Ground's more than 2000 units of supportive housing apartments and in affordable housing that is managed by Breaking Ground and for profit developers. S/he will work directly with low-income and special needs applicants who are applying for housing. S/he will conduct all job related duties in compliance with LIHTC guidelines, other housing contracts and equal housing opportunity laws.</p> <p>ESSENTIAL DUTIES: Interview qualified applicants for housing Run credit and criminal background checks Synthesize information on each interviewed applicant and present to team Schedule interviews with applicants who have submitted initial documentation Communicate decision to applicants Show units to accepted applicants and schedule lease signings Assist with housing lotteries Conduct home visits Performs other related duties as assigned</p>	<p>Two (2) years of comparable work experience in supportive housing, property management, social services or a closely related field Experience working with low income populations. Working knowledge of Low Income Housing Tax Credits, Section 8, (NYCHA and HPD) DHCR, Rent Stabilization Law, Rent Guidelines Board and Fair Housing Detail oriented and organized. Flexibility, creativity and initiative to work both independently and as part of a team Superior writing and analytical skills. Ability to interact effectively with applicants, tenants and with all levels of staff and management</p> <p>EDUCATION: Bachelor's or equivalent education and experience</p> <p>COMPUTER SKILLS: Proficiency in Microsoft Office - including Word, Excel, Access, and Outlook</p> <p>Common Ground's leasing staff operates under aggressive benchmarks/goals. In addition, variations in turn over of units creates an environment that is fast-paced and challenging. Staff are called upon to make decisions based on facts not emotions which can be difficult given the needs of the applicant pool.</p> <p>http://secure-web.cisco.com/1OtbMoTqOYBYPm6BR1DGrl5hq_F75pUA_vrF-n09kKcmYmRGXiWUlwo0HlhMXai-ub-6y7hDbHQQUq1fWC4OeQ3o_JHPwF8ULiYtSn1le0fGQWFPukYcjYH-24ZYaz7QnCXHLE1Y-FZCZJJcqdrVr0Zl2l_CeLHDT0VPUZp80rdE/htp%3A%2F%2Fwww.breakingground.org%2Fcareers EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/30/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Leasing Specialist</p> <p>Manhattan</p>	<p>Breaking Ground's mission is to strengthen individuals, families and communities by developing and sustaining exceptional supportive and affordable housing as well as programs for homeless and other vulnerable New Yorkers.</p> <p>The Leasing Specialist supports the efforts of Breaking Ground to lease up and keep occupied Breaking Ground's more than 2000 units of supportive housing apartments and in affordable housing that is managed by Breaking Ground and for profit developers. S/he will work directly with low-income and special needs applicants who are applying for housing. S/he will conduct all job related duties in compliance with LIHTC guidelines, other housing contracts and equal housing opportunity laws.</p> <p>ESSENTIAL DUTIES: Create HPD/HDC file and get updated documents Create, scan and submit file to BG Compliance for review and to HPD/HDC as required Conduct employment/asset/applicant phone verifications Generate initial leases and assist in procurement of SRO-MOD and Shelter Plus Care applications Organize files for supervisor review Request and obtain special needs move-in funds Conduct lease signings and initial unit inspections for the partnered sites Ensure subtenants and/or tenants seeking unit changes meet income requirements for the site Assist with housing lotteries Performs other related duties as assigned</p>	<p>Two (2) years of comparable work experience in supportive housing, property management, social services or a closely related field Experience and/or commitment to working with low income populations. Working knowledge of Low Income Housing Tax Credits, Section 8, (NYCHA and HPD) DHCR, Rent Stabilization Law, Rent Guidelines Board and Fair Housing Detail oriented and organized. Flexibility, creativity and initiative to work both independently and as part of a team. Superior writing and analytical skills Ability to interact effectively with applicants, tenants and with all levels of staff and management</p> <p>EDUCATION: Bachelor's or equivalent experience</p> <p>COMPUTER SKILLS: Proficiency in Microsoft Office - including Word, Excel, Access, and Outlook</p> <p>Breaking Ground's leasing staff operates under aggressive benchmarks/goals. Requires visiting buildings and leasing offices throughout NYC that are owned and/or managed by Common Ground. In addition, variations in turn over of units creates an environment that is fast-paced and challenging. Staff are called upon to make decisions based on facts not emotions which can be difficult given the needs of the applicant pool.</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 10/14/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA -- -- -- -- -- HR Department -- Aff.	Leasing Specialist Manhattan	<p>Breaking Ground's mission is to strengthen individuals, families and communities by developing and sustaining exceptional supportive and affordable housing as well as programs for homeless and other vulnerable New Yorkers.</p> <p>The Leasing Specialist supports the efforts of Breaking Ground to lease up and keep occupied Breaking Ground's more than 2000 units of supportive housing apartments and in affordable housing that is managed by Breaking Ground and for profit developers. S/he will work directly with low-income and special needs applicants who are applying for housing. S/he will conduct all job related duties in compliance with LIHTC guidelines, other housing contracts and equal housing opportunity laws.</p> <p>ESSENTIAL DUTIES: Create HPD/HDC file and get updated documents Create, scan and submit file to BG Compliance for review and to HPD/HDC as required Conduct employment/asset/applicant phone verifications Generate initial leases and assist in procurement of SRO-MOD and Shelter Plus Care applications Organize files for supervisor review Request and obtain special needs move-in funds Conduct lease signings and initial unit inspections for the partnered sites Ensure subtenants and/or tenants seeking unit changes meet income requirements for the site Assist with housing lotteries Performs other related duties as assigned</p>	<p>Two (2) years of comparable work experience in supportive housing, property management, social services or a closely related field Experience and/or commitment to working with low income populations. Working knowledge of Low Income Housing Tax Credits, Section 8, (NYCHA and HPD) DHCR, Rent Stabilization Law, Rent Guidelines Board and Fair Housing Detail oriented and organized. Flexibility, creativity and initiative to work both independently and as part of a team. Superior writing and analytical skills Ability to interact effectively with applicants, tenants and with all levels of staff and management</p> <p>EDUCATION: Bachelor's or equivalent experience</p> <p>COMPUTER SKILLS: Proficiency in Microsoft Office - including Word, Excel, Access, and Outlook</p> <p>Breaking Ground's leasing staff operates under aggressive benchmarks/goals. Requires visiting buildings and leasing offices throughout NYC that are owned and/or managed by Common Ground. In addition, variations in turn over of units creates an environment that is fast-paced and challenging. Staff are called upon to make decisions based on facts not emotions which can be difficult given the needs of the applicant pool.</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/2/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Office Manager</p> <p>Manhattan</p>	<p>The Office Manager will contribute to ending homelessness by acting as a link between Program Director, S2H/CG staff, partner agencies, the community, and clients, who are chronic street homeless adults in Manhattan. The Office Manager will be responsible for welcoming individuals to the culture of the S2H office during business hours and will oversee administrative tasks including petty cash management, tracking program OTPS expenses and invoices and submitting check requests to the finance department, data entry, filing, record keeping, and document preparation. The Office Manager will oversee policies, procedures, and critical functions pertaining to vehicle operations and maintenance, vehicle GPS maintenance and reporting, and office equipment/vehicle inventory. The incumbent will assist in coordinating special events and initiatives.</p> <p>ESSENTIAL DUTIES: General office and reception support Responsible for maintaining and coordinating office billings, check requests, petty cash, mail and metro cards Filing, paperwork, data entry Assist with maintaining logs and required reporting systems Assist in the coordination of special events and initiatives Oversee vehicle operations, maintenance and repair, GPS tracking, policies and procedures, obtaining parking permits, coordinating vehicle parking at contracted parking garage(s), organize and oversee process for ensuring valid/legal drivers Maintain office equipment/vehicle inventory Performs other related duties as assigned</p>	<p>Bachelor's degree or equivalent experience Excellent interpersonal and problem solving skills Bilingual Spanish and English preferred Proficiency with Microsoft Office (Word, Outlook, Excel) Preference given to those with working knowledge of Access or similar database To Apply: http://secure-web.cisco.com/1MU7jTO9T3sAiJ-JXfEZGzOB5TGNi85vp4a2eoi4R8p50T5tDVRJtcCp1703mxbsWq0rlSmoufFdyMaEGPNH_v-igfXmOgdzALFTVcKddS3QBHU6y4NVu-GLOr-5jdE0xm0iW7bVxUC2FYRo64P1hxZw2eihTiT RSVShx0gnjoBC6eu3U5oEty0nWKN70zPJ/h ttp%3A%2F%2Fwww.breakingground.org%2F careers EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/30/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA	Office Manager - Leasing	Breaking Ground's mission is to strengthen individuals, families and communities by developing and sustaining exceptional supportive and affordable housing as well as programs for homeless and other vulnerable New Yorkers.	EXPERIENCE: Two years of work experience; one year in a related capacity Detail oriented and organized. Flexibility, creativity and initiative to work both independently and as part of a team Superior writing and analytical skills. Ability to interact effectively with applicants, tenants and with all levels of staff and management	Posted: 9/2/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Manhattan	<p>The Office Manager supports the efforts of Common Ground to lease up and keep occupied Breaking Ground's more than 2000 units of supportive housing apartments and in affordable housing that is managed by Breaking Ground and for profit developers. S/he will work directly with low-income and special needs applicants who are applying for housing. S/he will conduct all job related duties in compliance with LIHTC guidelines, other housing contracts and equal housing opportunity laws.</p> <p>ESSENTIAL DUTIES: Check application hotline Process application requests Manage check/money order fees paid by applicants Manage office files for storage and shredding Manage office supplies Pay bills and generate Check Request Vouchers Respond to general inquiries and walk-ins and make copies Send and manage mail Manage wait list for housing Place advertisements for occupied buildings Assist with housing lotteries Performs other related duties as assigned</p>	<p>EDUCATION: Bachelor's or equivalent experience</p> <p>COMPUTER SKILLS: Proficiency in Microsoft Office - including Word, Excel, Access, and Outlook</p> <p>Common Ground's leasing staff operates under aggressive benchmarks/goals. In addition, variations in turn over of units creates an environment that is fast-paced and challenging.</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Operations Manager</p> <p>Citywide</p>	<p>The Operations Manager will oversee all property management aspects of Breaking Ground's Scatter Site Housing program. This includes: establishing and maintaining landlord relationships; the identification and leasing of new private market apartments; tracking apartment conditions and preparation of apartments for client occupancy including management of furniture inventory and installation. The Operations Manager will supervise the Property Coordinator and ensure tracking and completion of work orders, maintenance issues including relationship with vendor/maintenance providers; rent collection; utility reporting; and client intake/assessment. The Operations Manager works in close collaboration with clinical staff to ensure that Scatter Site clients have the necessary support services to remain permanently housed.</p> <p>ESSENTIAL DUTIES:</p> <p>Supervise 1 property coordinator</p> <p>Develop property management inventory, policies and procedures</p> <p>Interview and assess potential program participants. Ensure maximum rent collection and develop procedures for addressing non-payment and/or holdover issues</p> <p>Track and manage utility reporting</p> <p>Oversee leasing of apartments and develop/maintain relationship with property management companies; build apartment inventory, ensure low vacancy rate and rental loss</p> <p>Manage vendor contracts and data tracking.</p> <p>Report on outcomes, goals</p> <p>Performs other related duties as assigned</p>	<p>A minimum of three years' experience in property management (rent administration, real estate identification, leasing or property management); Previous supervisory experience; previous Scattered Site housing experience or work with special needs population preferred</p> <p>Experience working with diverse and special needs populations</p> <p>Excellent written and verbal communication are a must, as are the abilities to use sound judgment and make tough decisions.</p> <p>Exceptional organizational and analytic skills are required. Must have the ability to work independently and as part of a team. Ability to work with a diverse population/special needs.</p> <p>Requires an ability to handle priority task simultaneously</p> <p>Bachelor degree or equivalent</p> <p>Proficiency in Microsoft Office Suite.</p> <p>Familiarity with Access-based database preferred</p> <p>Ability to collaborate with and function as part of a team, ability to handle multiple tasks in a fast-paced environment, willingness to shift easily between various responsibilities. Valid NY state driver's license preferred.</p> <p>Ability to travel to clients' apartments to make home visits throughout the boroughs of New York City. Ability to present program to potential new Landlords, management companies and Brokers and vendors.</p> <p>To Apply: http://secure-web.cisco.com/1hEOFNzKg7vJnMxe33xDOPvjURa90AZgyJI6D3t3p36iurdZzASMjhFrw0eiyoYNHifUEHb-du6YgfaD8fWtVxsoZ8TDZQHJx7Tp6VrexGzPcubfXuwTG3JOajQ-1u1d3oaVMageUtVeidmgoKNMHxDujB1FCYmpl1_vPoKiC61HI-040tXbu57dJw-XHWkrl/http%3A%2F%2Fwww.breakingground.org%2Fcareers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/30/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Outreach Housing Advocate Citywide	<p>The Outreach Housing Advocate works with street homeless individuals living in Brooklyn and Queens. Specifically, s/he will conduct street outreach with the objective of engaging individuals to determine their eligibility for Street to Home services and to help secure appropriate housing solutions for all people who are street homeless. If chronic, Outreach Advocate will build a relationship with client utilizing motivational interviewing to encourage client to work towards permanent housing. If not chronic, Outreach Advocate will utilize available resources to secure other housing placements.</p> <p>Outreach Advocate will work with a partner at all times and will spend the majority of the shift in an automobile conducting street outreach. The incumbent will respond to 311 calls and community concerns; participate in Code Blue and Code Red alerts; identify new hotspots/encampments and work to eradicate existing hot spots/encampments; conduct a bi-annual vulnerability index on all clients in their catchment area; and enter all required data into outreach database(s).</p> <p>ESSENTIAL DUTIES:</p> <p>Engage all persons on the street who appear homeless</p> <p>Create and maintain active registry of chronic homeless clients; non-chronic included in registry</p> <p>Conduct vulnerability assessment</p> <p>Attend clinical supervision and training</p> <p>Develop and maintain recordkeeping files and databases, completion of necessary reports and data entry</p> <p>Collaborate with Parks Dept, NYPD, DSNY, MTA, and other agencies</p> <p>Respond to 311 calls</p> <p>Participate in Code Blue/Red</p> <p>Monitor encampments</p> <p>Performs other related duties as assigned</p>	<p>Two years related work experience. Knowledge of local benefit agencies (Public Assistance). Familiarity with substance abuse, mental health and employment issues. Strong oral and written communication skills. Bachelor's degree or equivalent</p> <p>Driver's license required</p> <p>Microsoft Office Suite and electronic record keeping</p> <p>Bi-lingual (English/Spanish) preferred</p> <p>www.breakingground.org</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 10/14/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Outreach Housing Advocate Citywide	<p>The Outreach Housing Advocate works with street homeless individuals living in Brooklyn and Queens. Specifically, s/he will conduct street outreach with the objective of engaging individuals to determine their eligibility for Street to Home services and to help secure appropriate housing solutions for all people who are street homeless. If chronic, Outreach Advocate will build a relationship with client utilizing motivational interviewing to encourage client to work towards permanent housing. If not chronic, Outreach Advocate will utilize available resources to secure other housing placements.</p> <p>Outreach Advocate will work with a partner at all times and will spend the majority of the shift in an automobile conducting street outreach. The incumbent will respond to 311 calls and community concerns; participate in Code Blue and Code Red alerts; identify new hotspots/encampments and work to eradicate existing hot spots/encampments; conduct a bi-annual vulnerability index on all clients in their catchment area; and enter all required data into outreach database(s).</p> <p>ESSENTIAL DUTIES: Engage all persons on the street who appear homeless Create and maintain active registry of chronic homeless clients; non-chronic included in registry Conduct vulnerability assessment Attend clinical supervision and training Develop and maintain recordkeeping files and databases, completion of necessary reports and data entry Collaborate with Parks Dept, NYPD, DSNY, MTA, and other agencies Respond to 311 calls Participate in Code Blue/Red Monitor encampments Performs other related duties as assigned</p>	<p>Two years related work experience. Knowledge of local benefit agencies (Public Assistance). Familiarity with substance abuse, mental health and employment issues. Strong oral and written communication skills. Bachelor's degree or equivalent Microsoft Office Suite and electronic record keeping Bi-lingual (English/Spanish) preferred To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled</p>	<p>Posted: 9/2/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>

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HR Department -- Aff.	Citywide	Outreach Advocate will work with a partner at all times and will spend the majority of the shift in an automobile conducting street outreach. The incumbent will respond to 311 calls and community concerns; participate in Code Blue and Code Red alerts; identify new hotspots/encampments and work to eradicate existing hot spots/encampments; conduct a bi-annual vulnerability index on all clients in their catchment area; and enter all required data into outreach database(s).	To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled			
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Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA	Rent Administrator	Breaking Ground (formerly known as Common Ground) is currently looking for a Rent Administrator to join our team.	<ul style="list-style-type: none"> • Bachelor's degree or equivalent experience • Experience working with special needs individuals; Familiarity with rent, accounting, or banking preferred • Superior organization, analytical, and interpersonal skills; Ability to work with diverse populations; Ability to work independently and as part of a team; Ability to handle multiple high priority tasks simultaneously • Current and active New York Notary preferred • Proficiency with Microsoft Office suite • Strong proficiency with creating and maintaining spreadsheets & databases 	Posted: 9/16/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Brooklyn	<p>The Rent Administrator is responsible for overseeing the rent collection process. He/she is responsible for responding to tenant questions and concerns about rent. The Rent Administrator also works closely with tenants and social services to ensure that rent is paid in full each month. Additionally, this position will work closely with the Finance department to maintain accurate and timely rent records for tenants and to develop effective strategies for addressing and solving tenant rent issues. He/she also works closely with outside counsel and with a variety of subsidy agencies. The Rent Administrator is the primary point of contact for tenant rent subsidies.</p> <p>ESSENTIAL DUTIES:</p> <ul style="list-style-type: none"> • Maintain accurate income and rent information in various databases • Prepare weekly reports of tenants' rent status, reason for arrears, current court status, Public Assistance arrears, and contact made with the individual regarding rent issues • Prepare weekly reports following trends in general arrears issues and coordinating payment plans • Maintain a clear and comprehensive list of due dates for all tenants in payment plans, court stipulations, and which tenants, in owing unpaid rent, are not entitled to special services within the building • Meet with tenants to answer rent related issues • Collaborate with social services on tenants' rent issues • Collaborate with Entitlements Specialist to follow up on payments or grants from outside organizations • Lead bi-weekly meetings with CUCS staff to communicate current arrears situations • Draft legal documents, including Five Day Demand notices • Coordinate with maintenance department regarding additional repair or replacement charges • Complete, review, and track all subsidy and lease renewals • Oversee tenant rent changes, including those changes that affect rent subsidies • Provide residency letters for individuals, when applicable • Coordinate with outside counsel regarding 	To apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled			

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		non-payment legal action and make court appearances, when necessary <ul style="list-style-type: none">• Review legal and subsidy bills for accuracy on a monthly basis• Perform other related duties as assigned				

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Breaking Ground -- SHA HR Department -- Aff.	Shift Supervisor Brooklyn	<p>Located in Brooklyn, the East Flatbush Safe Haven serves as a transitional housing program for 110 chronically street homeless men. This transitional housing program embraces a housing first and harm reduction philosophy with an aim at helping residents secure appropriate permanent housing.</p> <p>The Shift Supervisor is responsible for overseeing the 24/7 Residential Aide (RA) staff. They will supervise four to five (4-5) Residential Aides who may be working any of the following shifts midnight-8am, 8am-4pm, 4pm to midnight. The Shift Supervisor will have responsible for the activity on their assigned shift including scheduling the 24/7 RA staff and ensuring proper coverage at all times, incident prevention and management, liaising with contracted security to ensure the safety and wellbeing of all clients and staff. The Shift Supervisor on duty will be the point person during evening, weekend, and overnight hours.</p> <p>ESSENTIAL DUTIES: Supervising 24/7 Residential Aide staff</p> <p>Completing bi-weekly schedules and ensuring proper coverage at all times Assisting food service and other vendors as needs</p> <p>Liaising with East Flatbush Safe Haven staff and contracted security Completing, reviewing and submitting incident reports and other tracking reports Reviewing security camera footage</p> <p>Overseeing CARES bed management procedures</p> <p>Managing all City & State building inspections and/or compliance guidelines Managing inspections of residents units and ensuring site is in compliance with local health & safety standards</p> <p>As part of building management team, work closely with Program Director and Assistant Program Director to meet resident needs & challenges</p> <p>Performs other related duties as assigned</p>	<p>Minimum 2 years in a supervisory capacity preferred Minimum of 3 years working with homeless or disabled populations preferred. Demonstrated experience & success in working with diverse individuals and special needs populations. Preferred training in CPR & First Aid, Opiate Overdose Prevention, Fire safety Systems, crisis intervention, de-escalation Solid verbal and written skills Bachelor's Degree preferred, or equivalent experience Proficient with Microsoft Office Suite; Experience and proficiency with case management software Spanish Speaking preferred Valid Drivers License Preferred Prior experience with Foothold software preferred</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/23/2016 FT/PT: FT Benefits: Unknown Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>	

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<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Staff Accountant</p> <p>Manhattan</p>	<p>The Staff Accountant will manage the fiscal activities of a portfolio of Government Contracts as assigned by the Supervisor (s). This includes adherence and compliance with government contracts fiscal guidelines and regulations. S/he will conduct all job related duties in compliance with government contracts fiscal guidelines and regulations. S/he will conduct all job related duties in compliance with Breaking ground's rules and regulations.</p> <p>ESSENTIAL DUTIES:</p> <p>Run payroll reports and make sure allocations match budget</p> <p>Prepare CRV to reimburse Sub- Contractors. Ensure they are paid when reimbursed by agencies</p> <p>Prepare monthly Expense Reports/Claims for submission to funding agencies</p> <p>Prepare, run and review PNL's for each program (ensure YTD's are accurate with actual billing)</p> <p>Review/approve accounts payable check request vouchers submitted by buildings & programs</p> <p>Record all the journal entries that apply/prepare AR and AP vouchers (and credit memos if needed)</p> <p>Prepare and submit Annual Contract Budget, budget mods as needed and request advances</p> <p>Upload original and modified budgets if any into Financial Edge</p> <p>Prepare monthly contract financial reports package for assigned contract portfolio (HOPs Reports)</p> <p>Performs other related duties as assigned</p>	<p>Minimum 3 years experience with non-for profit computerized accounting systems, preferable Financial Edge</p> <p>Knowledge of Government Grant billing through Federal, State & City Agencies</p> <p>Detailed oriented and organized. Flexibility, creativity and initiative to work both independently and as part of a team</p> <p>Superior writing and analytical skills</p> <p>Ability to interact effectively with all levels of staff and management</p> <p>Bachelors in Accounting or equivalent</p> <p>Proficiency in Microsoft Office including Word, Excel and Outlook. Knowledge of Accounting Software</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 10/14/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

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Center for Urban Community Services -- SHA -- -- -- -- -- CUCS -- SHA	Housing Consultant -- -- -- -- -- Manhattan	The CUCS' Housing Resource Center (HRC) is seeking a Housing Consultant. HRC offers technical assistance, training, housing, 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 Housing Consultant is responsible for providing information and technical assistance about NYC housing options and the HRA 2010e application process to individuals living with serious mental illness and their advocates. The Housing Consultant is also responsible for providing referral assistance on SPOA Housing and NY/NY applications. Other responsibilities include training staff from agencies throughout NYC, resource development, updating housing provider profiles, and advocacy.	<ul style="list-style-type: none"> •Bachelor's degree with two years relevant work experience, or High School Diploma with six years relevant work experience in related field •Knowledge and experience in mental health service systems •Supportive housing experience strongly preferred •Excellent verbal and written communication skills. Good computer literacy skills with database knowledge preferred •English/Spanish Bilingual preferred <p>To apply online, please follow the link below:</p> <p>https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33686&lang=en_US&source=CC2</p> <p>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.</p>	Posted: 10/28/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Priscilla Rojas Email:
Center for Urban Community Services -- SHA -- -- -- -- -- CUCS -- SHA	Tenant Services Coordinator -- -- -- -- -- Manhattan	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 Tenant Services Coordinator position at the Times Square. This position is Part Time – 21 hours/week. The Times Square is the largest supportive housing residence in the US and provides permanent affordable housing and supportive services for 650 low-income and formerly homeless individuals including many with a history of substance abuse, physical and psychiatric disabilities and HIV. Responsibilities: The Tenant Services Coordinator is responsible for working with both tenants and staff at the program site to identify program needs and provide service delivery. The Tenant Services Coordinator will provide supervision to two Computer Lab monitors and a Gym Instructor. He/she will implement programming on site, develop resources that will enhance tenants' access to cultural and educational services and events in the community. In addition, the Tenant Services Coordinator will have the responsibility of developing and coordinating program initiatives with the site's partner agency, and participating in the development of a program culture that is client centered and dedicated to continuous quality improvement. This position is part time at 21 hours per week.	<ul style="list-style-type: none"> •Bachelor's degree and experience with tenant population. •Strong written and verbal communication skills and computer literacy required. <p>To apply online, please follow the link below:</p> <p>https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33486&lang=en_US&source=CC157084</p> <p>•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.</p>	Posted: 11/23/2016 Benefits: Unknown	FT/PT: PT Hrs/Week: Salary: Pay/Hr:	Name: Priscilla Rojas Email:

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The Bridge, Inc. -- SSA Human Resources -- SSA	VP for QI, Compliance Manhattan	<p>The Bridge, one of New York City's most innovative and well respected comprehensive behavioral health organizations, is seeking a Vice President for Quality Improvement, Compliance and Training/Privacy Officer.</p> <p>The Bridge's mission is to change lives, by offering help, hope and opportunity to the most vulnerable in our community. We offer a comprehensive range of evidence-based rehabilitative services, including mental health and substance abuse treatment, housing, vocational training and job placement, care coordination, healthcare, and creative arts therapies. The Bridge operates OMH licensed PROS and Article 31 Outpatient Clinic programs, two OASAS licensed outpatient programs, 4 ACT Teams, and along with its affiliated partner, Weston United, provides over 1,000 beds of supervised and supported housing, and has a similar number of consumers in care coordination.</p> <p>The VP Quality Improvement, Compliance and Training/Privacy Officer oversees The Bridge's Corporate Compliance, Incident Risk/Management, and Training functions. The position ensures that the Board of Directors, management and employees are in compliance with the rules and regulations of regulatory agencies, that company policies and procedures are being followed, and that the Board and management are kept informed of the agency's performance in these areas. This VP works with staff at all levels in The Bridge to achieve optimal rehabilitation and clinical outcomes for our consumers. She/he is responsible for supervising the department staff in the completion of all responsibilities related to the agency's goals in these critical areas. In his/her role as Privacy Officer the VP ensures compliance with HIPAA and state/local privacy requirements.</p> <p>ESSENTIAL RESPONSIBILITIES: Overseeing all aspects of the agency's Corporate Compliance Program including, developing and revising policies and procedures, conducting and certifying annual assessments of The Bridge's compliance activities; conducting Medicaid and regulatory audits to ensure compliance with billing and program operation standards; collaborating with other departments to devise and monitor recommendations and performance improvement plans that result</p>	<p>Minimum of 5-7 years of progressive experience in compliance, quality improvement and incident management. Previous supervisory experience a necessity. Must be able to work effectively as part of a management team, be well organized, possess excellent communications skills, and demonstrated ability to analyze and use data to improve consumer outcomes. Competitive salary commensurate with experience.</p> <p>Contact:</p> <p>Please submit resume and cover letter to: Florence Biriwa E-mail: fbiriwa@thebridgeny.org Fax: 212-865-5347</p>	<p>Posted: 9/30/2016 Benefits: Unknown</p>	<p>FT/PT: FT Hrs/Week: Salary: Pay/Hr:</p>	<p>Name: Dir Human Resources Email:</p>

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		<p>from investigations; identifying potential areas of compliance vulnerability and risk and developing/implementing corrective action plans; establishing and providing direction and management of the compliance Hotline; working with the Human Resources Department to ensure that all staff receive regulatory required training program; ensuring proper reporting of incidents to regulatory agencies, e.g., the Justice Center, OMH, OASAS, and DHS; conducting or assigning staff to conduct investigations; Chairing Incident Review Committee and ensuring that committee documentation meets all regulatory requirement; analyzing and reporting on incident trends to senior management and the Board of Directors; overseeing agency's Clinical High Risk monitoring system; participating in and monitoring agency activities directed towards achieving optimal clinical and rehabilitation outcomes for our consumers utilizing evidence-based and best practices; overseeing compliance with required and discretionary agency quality improvement initiatives; collaborating with program staff on the development of curricula for staff development training on evidence-based and best practices.</p> <p>As Privacy Officer overseeing the development, implementation and maintenance of the agency's information privacy policies and procedures, and working with staff and business associates to ensure that consumer's health information remains privileged and private.</p> <p>This position is part of the agency's senior management team and reports to the Chief Operating Officer.</p>				

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University Consultation Center -- SHA	SH Staff Supervisor	U.C.C. – a non-profit behavioral health agency located in the South Bronx – has a full-time position for Supportive Housing Staff Supervisor in its supportive housing programs. U.C.C. provides housing & supportive case management services to individuals & families with medical, mental health, & substance use needs.	Bachelor's degree in related field. Experience working in a supportive housing program preferred. Bilingual Spanish a plus.	Posted: 11/23/2016	FT/PT: FT	Name: Ana Cabrera Email: mhs@cloud9.net
Ehrlich Residence -- SHA	Bronx	The following tasks and activities are not intended to be all inclusive, but are intended to reflect a level of performance: •Supervises & coordinates staff to ensure the delivery of needed support services to assist residents with maintaining successful independent living in the community; •Assures that staff complete assessments, service plans, & progress notes with residents in a timely manner & in accordance with funder standards; •Participates in new resident interviews & counsels existing residents as needed on an individual or group basis; •Trains new staff in areas of program responsibilities, policies, procedures, & regulations; •Provides regular & ongoing supervision to all program staff.	Salary and Hours: Salary is mid \$30's. Hours are daytime Monday thru Friday; 24/7 on-call availability required. Field work required. Please fax cover letter & resume to Larry Young, Director at (718) 293-1461 or email: dirmhresidl@universityconsultationcenter.org.	Benefits: Unknown	Hrs/Week: Salary: Pay/Hr:	

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
MA-MSW-CSW Required						
Breaking Ground -- SHA HR Department -- Aff.	Assistant Program Director Brooklyn	<p>Located in Brooklyn, the East Flatbush Safe Haven serves as a transitional housing program for 110 chronically street homeless individuals. This transitional housing program embraces a housing first and harm reduction philosophy with an aim at helping residents secure appropriate permanent housing. The Assistant Program Director of Safe Haven (APD) is responsible for supporting the Program Director in the overall management of the program, including providing direct supervision to three (3) Clinical Coordinators and (1) Harm Reduction Specialist. S/he plays the primary role in ensuring that clients receive services that meet regulatory and agency standards, and ensures that records are kept in compliance with those standards.</p> <p>ESSENTIAL DUTIES</p> <ul style="list-style-type: none">·Manage social service delivery including program oversight, staff supervision, and training·Liaison with external stakeholders including service partners, government representatives, community stakeholders, hospital personnel, and other agencies to ensure responsive and effective service planning and program operations·Attend relevant meetings required of the Department of Homeless Services	<p>Minimum four (4) years post-masters applicable experience with related populations including supervisory, administrative, and management experience. Experience training staff preferred.</p> <ul style="list-style-type: none">· Refined analytical, decision-making, and organization skills from experience as an operational and clinical manager: Ability to identify and facilitate necessary programmatic change.·Proven ability to juggle multiple priorities, and create a climate conducive to effective engagement with clients who present with multiple disabilities.· Strong written and verbal communication skills to interface effectively and efficiently with colleagues and to ensure quality services and program operations.·Thorough clinical understanding of relevant service delivery concepts and structures, including Housing First, motivational interviewing, harm reduction models, behavioral and medical health systems, and the ability to access and negotiate the full range of services for recipients·LMSW·Excellent computer skills, including proficiency in Microsoft Word and Excel. Familiarity with Access-based databases and the ability to learn new programs are preferred.·NYS Licensed Masters Social Worker (LMSW) required, LCSW preferred·Bilingual Spanish/English is preferred <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/11/2016 FT/PT: FT</p> <p>Benefits: Unknown Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org</p>	

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA	Bk Public Library Prog. Coord.	The Program Coordinator is responsible for collaborating with the Brooklyn Public Library Outreach Program in regards to providing services to homeless individuals in any of the Brooklyn Public Library Branches. The Program Coordinator will have two part time staff that will report directly to he or she and will assist with providing direct services to the clients. The Program Coordinator will be expected to create and provide training to the multi-disciplinary library staff around engagement and homeless services. The Program Coordinator will be expected to have the ability to visit each branch. The Social Worker will be expected to track and report on the program's progress and data.	Minimum one year in a supervisory capacity required Three years working with homeless or disabled populations required Must have Opiate Overdose Prevention, crisis intervention, de-escalation, Harm Reduction, Motivational Interviewing, Mental Illness and Substance Abuse experience Creative, person centered problem solving, ability to delegate and motivate Ability to communicate and work with diverse populations Detail oriented and can manage team tasks Bilingual Spanish/English is preferred LMSW or in the last year of educational process of obtaining an MSW Proficient in Microsoft Word and Excel. Familiar with Access-based databases and the ability to learn new programs SPECIAL QUALIFICATIONS: Must have valid driver's license with clean driving record Must be willing and able to work in challenging conditions as needed (i.e. inclement weather, remote areas of parks, bridges, etc.) Must be willing and able to work as needed during any shift The Program Coordinator will be expected to spend the majority of their time working in the different branches of the Brooklyn Public Library. Their home library will be the branch at Grand Army Plaza where a desk, with a computer, phone and printer access will be provided. The Program Coordinator will be expected to work closely with the library staff and also continually stay in communication with their supervisor at S2HBQ.	Posted: 9/2/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Brooklyn	<p>ESSENTIAL DUTIES:</p> <p>Liaise with Brooklyn Public Library Outreach Program</p> <p>Create and provide training to Brooklyn Public Library staff regarding engagement and services for homeless individuals</p> <p>Oversee two part time workers that will provide direct care to homeless individuals in the library</p> <p>Provide direct care to homeless individuals in the Library</p> <p>Collaborate, provide guidance and support to Library staff around specific homeless individuals</p> <p>Develop relationships and referral sources throughout the homeless services community</p> <p>Collect and report data to Brooklyn Public Library and Breaking Ground</p> <p>Performs other related duties as assigned</p>	To Apply: www.breakingground.org/careers EOE/M/F/Vet/Disabled			

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Clinical Coordinator</p> <p>Brooklyn</p>	<p>Breaking Ground (formerly known as Common Ground) is currently looking for a Clinical Coordinator to join our team. Located in Brooklyn, the East Flatbush Safe Haven serves as a transitional housing program for 110 chronically street homeless individuals. This transitional housing program embraces a housing first and harm reduction philosophy with an aim at helping residents secure appropriate permanent housing. The Clinical Coordinator is responsible for ensuring that service provision is of the highest quality and is consistent with housing first/harm reduction approach. The Clinical Coordinator oversees a staff of 4-6, liaises with psychiatric support services, interacts daily with multiple outreach providers, and serves as a member of the Safe Haven's management team.</p> <p>Essential Duties: Provide Clinical direction and leadership to the program; help troubleshoot, problem solve, and strategize solutions around client engagement and challenging behaviors. Promote a staff and resident culture that emphasizes housing placement as a measurement of success; ensure that clients are ready for housing placement within 90 days of entering safe haven. Oversee development and implementation of individual service plans; ensure documentation of client contact and progress is comprehensive and timely. Assess and evaluate client functioning. Supervise and conduct case conferences. Coordinate delivery of care with multiple service providers, particularly outreach teams. Work collaboratively with outreach teams to ensure individuals succeed in transitional housing and avoid return to homelessness. Provide support and guidance to front line staff, including security and house managers, in managing difficult situations and successfully de-escalating conflict. Perform other related duties as assigned.</p>	<p>Minimum 5 years experience working with chronically homeless populations. Housing based case management experience strongly preferred. Previous supervisory experience and strong clinical and assessment skills. Proficiency in motivational interviewing techniques preferred. Superb collaborative skills, ability to work successfully with a wide range of internal and external stakeholders. Creativity, strong problem solving skills Demonstrated success in working in a fast paced environment Ability to communicate (verbally and written) with diverse populations and stakeholders. LMSW required Bilingual Spanish/English is preferred The Clinical Coordinator will be supervising 4 to 5 case managers and possibly 1 housing specialist. This person will be expected to provide guidance and support to his/her direct staff, most specifically in the focus of obtaining permanent housing for the clients.</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/11/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Program Director</p> <p>Manhattan</p>	<p>Breaking Ground (formerly known as Common Ground) is currently looking for an Program Director to join our team. The Program Director is responsible for ensuring effective clinical and on-site primary care services for The Domenech, a HUD 202 building which consists of 71 units of low-income and special needs housing for seniors, and in some cases their families and Redwood Senior Living, a nearby HUD 202 building with 81 units for low income seniors. The Program Director will provide oversight of on-site social services and tenant activities for both locations and serve as the Site Liaison for onsite primary care through administrative management of operations. The Director must support and further BG's overall mission of ending homelessness by maintaining the highest quality of housing, and through strategic collaborations, work to achieve outcomes that keep tenants safely housed. He/she must also work closely and discerningly with organizations to ensure quality healthcare and clinical services the building and its residents. The Program Director must establish and maintain strong and positive relationships with direct reports and deal with tenants in a positive, sensitive and knowledgeable manner. The Director must be a strong internal and external communicator when issues emerge that impact the building and community at large and must confidently represent BG's mission to external stakeholders on and off site.</p> <p>ESSENTIAL DUTIES</p> <ul style="list-style-type: none"> ·Provide clinical supervision and leadership of day-to-day operations, trouble shoot, and problem- solve and strategize solutions around tenant engagement. Make important decisions regarding programmatic, tenant and staff issues ·Provide administration and management of the site's primary care operation, ensuring adherence to policies and procedures, including scheduling and tracking of tenants. ·Oversee on-site social services and activities at Redwood Senior Living ·Represent BG's mission and build relationships with decision-makers in the local community assistance, etc. ·Monitor contracts and ensure compliance with outside agencies regarding audits, tenant concerns, work with HOPS on agency-wide issues including the implementation of databases & report review ·Maintain building budget and contracts with outside vendors ·Performs other related duties as assigned 	<p>A minimum of 5 yrs. Supervisory experience preferred; 3 years in managerial operations</p> <ul style="list-style-type: none"> ·Administration of CPR and Naloxone ·Strong writing and verbal communication and supervision skills to interface effectively and efficiently with colleagues to ensure quality services and program operations. ·Superior organizational skills. ·Masters in Social Work or related degree; LMSW or LCSW preferred ·Proficiency in Microsoft Office and similar software, including custom databases ·Crisis de-escalation, crisis intervention and universal precautions <p>To apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/11/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email:</p> <p>jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Breaking Ground -- SHA HR Department -- Aff.	Program Director Citywide	<p>Oversee the housing and clinical operations of at least 112 units of scatter-site housing throughout NYC for active substance users, frequent users of jail and shelter, long-term shelter stayers, and chronically street homeless men and women. The Program Director will manage program growth and ensure compliance with funding sources, organizational goals, and all contractual requirements while ensuring that clients' housing & clinical needs are being effectively met. Will be responsible for managing, enhancing existing and developing new tracking processes and procedures to maximize resources and ensure staff and client accountability, quality service delivery, satisfactory rent collection practices, etc. Supervises a staff of 12-15 and executes a budget of approximately 2.5 million dollars. Works closely with internal and external stakeholders including landlords, outreach and transitional housing staff, medical, substance abuse, and psychiatric service providers.</p> <p>ESSENTIAL DUTIES:</p> <p>Oversee daily operations and ensure all aspects of the program run effectively.</p> <p>Oversee effective housing operations of scatter site apartments, including maintaining & expanding housing stock, rent collection rates, development of processes & procedures, etc.</p> <p>Oversee effective clinical services to ensure clients remain permanently housed</p> <p>Liaise with government agencies and other service providers</p> <p>Direct supervision of office administrator, operations manager and one clinical coordinator</p> <p>Oversee program budgets</p> <p>Ensure compliance with multiple funding, programs, and audit requirements.</p> <p>Establish and maintain strong positive and productive working relationships, with an emphasis on positive and proactive problem-solving, with Scatter Site staff as well as colleagues in HOPs, QAC, Finance, External Affairs and Human Resources.</p> <p>Performs other related duties as assigned</p>	<p>Significant previous supervisory experience</p> <p>Prior experience working with scatter site programs preferred</p> <p>Skilled in managing and leading staff</p> <p>Strong written and verbal communication skills to interface effectively and efficiently with colleagues to ensure quality services and program operations.</p> <p>Prior direct and supervisory experience working with homeless and challenging populations.</p> <p>Ideal candidate will have advanced experience in de-escalation, crisis intervention, universal precautions, and cultural competencies.</p> <p>Superior organization and problem-solving skills, ability to juggle multiple priorities.</p> <p>Masters in Social Work or related degree preferred</p> <p>Proficient with Microsoft Office; Experience and proficiency with case management software</p> <p>Prior experience with Foothold software preferred</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 11/23/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email:</p> <p>jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
<p>Breaking Ground -- SHA</p> <p>HR Department -- Aff.</p>	<p>Program Director</p> <p>Brooklyn</p>	<p>The Program Director is responsible for the overall oversight of program operations, which includes the services delivered by employees, and sub-contractors who perform security and food service activities. S/he ensures that the Safe Haven is a safe, attractive housing alternative for homeless men, and expedites client placement into appropriate permanent housing.</p> <p>ESSENTIAL DUTIES:</p> <p>Oversee daily operations and ensure all aspects of facility run effectively</p> <p>Oversee & promote effective strategies of placement of clients into appropriate permanent housing</p> <p>Ensure compliance with multiple funding, programs, and audit requirements</p> <p>Establish and maintain strong positive and productive working relationships, with an emphasis on positive and proactive problem-solving, with Andrews staff as well as colleagues in Street to Home, External Affairs and Human Resources</p> <p>In addition to internal partners and stakeholders, this position will communicate with representatives from the multitude of regulatory agencies the Andrews works with including from the city, state and federal government, outreach consortium, service partners, community stakeholders, volunteers, visitors seeking technical assistance, etc.</p> <p>Ensure operations are run in compliance with internal policies and procedures, and well as NYC Department of Homeless Services standards</p> <p>Liaise with government partners and funders & ensure compliance with all operations and facilities requirements.</p> <p>Liaise with community-at-large</p> <p>Manage budget for facility, and record expenditures in compliance with fiscal policies.</p>	<p>Minimum of five (5) years supervisory experience; Minimum of three (3) years managerial operations experience</p> <p>Strong writing and verbal communication skills to interface effectively and efficiently with colleagues to ensure quality services and program operations</p> <p>Prior direct and supervisory experience working with homeless and challenging populations</p> <p>Training in CPR and the use of Naloxone required</p> <p>Ideal candidate will have completed training in de-escalation, crisis intervention, universal precautions, and cultural competencies</p> <p>Superior organization and problem-solving skills, ability to juggle multiple priorities</p> <p>Must be able to communicate effectively with staff and clients verbally and in writing</p> <p>Masters in Social Work or related degree required, LCSW preferred</p> <p>Proficient with Microsoft Office Suite; Experience and proficiency with case management software</p> <p>Prior experience with Foothold software preferred</p> <p>To Apply: www.breakingground.org/careers</p> <p>EOE/M/F/Vet/Disabled</p>	<p>Posted: 10/28/2016</p> <p>Benefits: Unknown</p>	<p>FT/PT: FT</p> <p>Hrs/Week:</p> <p>Salary:</p> <p>Pay/Hr:</p>	<p>Name: Mr Joseph Gonzalez</p> <p>Email: jgonzalez@breakingground.org</p>

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
Center for Urban Community Services -- SHA	Per Diem Social Worker	The Center for Urban Community Services (CUCS) seeks Per Diem Social Workers for its 350 Lafayette Transitional Living Community (TLC) for homeless, mentally ill women. CUCS will be moving this program to 174 Prospect Place in Brooklyn in early 2017. We will also be expanding the program from 43 to 75 beds. The Per Diem Social Worker positions are currently available, so candidates will begin their employment at the 350 Lafayette TLC location in lower Manhattan and need to be able to continue to work at the Brooklyn location when the program moves. The program's goal is permanent housing placement that meets women's preferences, needs and abilities. Both program locations are readily accessible by public transportation. Program services include: housing placement, on-site health and mental health care, housing focused case management, and group services. The TLC operates 7 days per week with 24 hour clinical and security staff. Prospect Place is a beautiful, newly renovated building on a tree-lined street. Amenities include: a full medical suite and offices for the on-site medical, psychiatric, and social service teams, multiple resident lounges with TVs and computers, and outdoor garden space. Hours: Saturdays and Sundays 4pm—12am (required) Availability to work 4pm-12am and 12am-8am seven days a week when needed The Per Diem Social Worker is responsible for ensuring the comfort and well-being of the community, providing task supervision to other staff onsite, and providing direct clinical services as needed or assigned. Some of the responsibilities of the Per Diem Social Worker shift: Fostering seamless service provision across shifts. 1.Knowing and being able to communicate with clients about the program's mission, structure, and approach to treatment. 2.Providing and documenting relevant information about a client to their workers and other program staff. 3.Knowing program rules and reporting on rule violations. 4.Providing medication monitoring during assigned shifts. Ensuring that clients are safe and comfortable. 1.Responding to crises.	<ul style="list-style-type: none"> •MSW, LMSW preferred •Minimum of 2 years of applicable post-master's degree direct service experience in the social work field with related populations •Good writing and verbal communication skills •Computer literacy •Bilingual Spanish/English is preferred <p>To apply online, please follow the link below:</p> <p>https://workforcenow.adp.com/jobs/apply/posting.html?client=cucs&jobId=33486&lang=en_US&source=CC157084</p> <ul style="list-style-type: none"> •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. 	Posted: 11/23/2016 Benefits: Unknown	FT/PT: PT Hrs/Week: Salary: Pay/Hr:	Name: Priscilla Rojas Email:
CUCS -- SHA	Brooklyn					

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
		2.Proactively working to create and/or maintain an environment which is safe and comfortable. Providing and supporting opportunities for therapeutic recreation and socialization. 1.Proactively working to engage clients in the program. 2.Facilitating positive group activities.				

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The Bridge, Inc. -- SSA	ACT/FACT Asst. Prog. Director	The Bridge, an innovative and well respected mental health agency serving adults with serious mental illness, substance abuse, co-occurring mental health and substance abuse disorders is seeking an Assistant Program Director for its Bronx ACT Team. Responsibilities: •Completing comprehensive assessment updated six month assessments using results from administration of standardized screening instruments for substance use, suicidality, and trauma; •Completing crisis intervention and relapse prevention plans; •Identifying the treatment services consumers should receive based on severity of substance use diagnosis, stage of change, immediate needs and recommending treatment objectives for the consumer's treatment plan; •Assessing and providing services to consumers to address housing, income support, education and vocational training, social supports, employment, and primary care needs; •Completing comprehensive recovery-oriented initial treatment plans and 6-month treatment plan reviews and modifying the plan in the light of feedback from recipients and relevant others; •Involving social supports in the consumer's treatment with the FACT/ACT team; •Completing progress notes within 24-hours of service delivery and ensure progress notes are available to be read in the morning organizational meeting; •Providing treatment services including engagement, problem-solving, wellness self-management, medication support, family support and treatment, individual mental health, relapse prevention, harm reduction and substance use counseling based on motivational interviewing and cognitive behavioral responses to mental illness and substance use; •Working effectively with community providers to ensure ACT/FACT members are receiving all services for which they are entitled; •Completing expected minimum monthly treatment contacts each month; •Providing weekly reports to AOT staff for consumers with AOT orders; •Assist Program Director in managing case load, provide supervision of staff •Serving as the administrative and clinical leader of the team in the absence of the Director; •Other duties as assigned	Master's Degree or higher with licensure in one of the following areas – Social Work Psychology, Mental Health Counseling and at least three years prior experience working in Mental Health or Substance Abuse, preferably with an ACT Team. SUPERVISORY EXPERIENCE IS REQUIRED. Candidates without a license will not be considered. Spanish speaking is highly desirable. Salary and Benefits are competitive and commensurate with experience. If interested, send cover letter and resume to: Sheryl Silver, Senior Vice President of Community Support Programs. E-mail: ssilver@thebridgeny.org	Posted: 11/11/2016 Benefits: Unknown	FT/PT: FT Hrs/Week: Salary: Pay/Hr:	Name: Dir Human Resources Email:
Human Resources -- SSA	Bronx					

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
The Bridge, Inc. -- SSA	Assistant Director of CR/SRO	The Bridge, an innovative and well respected behavioral health agency serving adults with serious mental illness is seeking an Assistant Director for a 41-bed CR/SRO located in East Harlem. The Bridge is an AA/EOE.	•Masters Degree in Social Work or related field; a LMSW, LCSW or LMHC is preferred. •2+ years of experience working in supportive housing, providing direct services to formerly homeless people diagnosed with serious psychiatric disorders. •Excellent English language skills; both verbal and written; •Knowledge of AWARDS •Bilingual (Spanish) desirable	Posted: 11/11/2016 Benefits: Unknown	FT/PT: FT Hrs/Week:	Name: Dir Human Resources Email:
Human Resources -- SSA	Manhattan	<p>Under the direct supervision of the Program Director, the Assistant Director will:</p> <ul style="list-style-type: none"> •Assist the Program Director in overseeing the day-to-day operations of a 41 bed CR/SRO housing adults with SPMI and histories of homelessness, psychiatric hospitalizations, and incarceration. Available on call 24/7. •Provide clinical supervision to the residential case management staff. Ensure that staff uses Motivational Interviewing and Trauma Informed practices. •Review and sign-off on documentation completed by the case management staff, and monitor the appropriateness and quality of the standards of care. •Communicate with referral sources, participate in assessment interviews with prospective clients, and engage residents prior to admission to ensure successful transition. •Provide crisis intervention to clients in distress, attend case conferences for clients who are receiving services at community providers or are hospitalized. •Link clients to services provided The Bridge or other community-based organizations and ensure coordination of care between other providers and the residential program. •Enter progress notes into AWARDS electronic case records following all meetings and collaborations concerning clients. •Complete required monthly reports as assigned. •Assist the Program Director with hiring and training of new staff. •Actively participate in staff meetings, clinical treatment meetings, community meetings with clients and trainings; •Performs other job-related functions, as assigned. 	<p>Excellent compensation package.</p> <p>For consideration, forward your cover letter and resume to Alicia Gettinger; agettinger@thebridgeny.org</p>		Salary: Pay/Hr:	

Agency and Site	Position Job Location	Job Description	Experience/Requirements	Date Posted Benefits/Support	FT or PT Hours/Salary	Contact Information
MD/PhD						
Breaking Ground -- SHA	Psychiatrist	Psychiatrist for On-site Work with Housing Programs Independent Contractor, 8-35 hours weekly	Board Eligible or board-certified in Psychiatry Licensed and registered to practice in New York State Proficient computer skills	Posted: 11/11/2016 Benefits: Unknown	FT/PT: PT Hrs/Week: Salary: Pay/Hr:	Name: Mr Joseph Gonzalez Email: jgonzalez@breakingground.org
HR Department -- Aff.	Citywide	<p>Summary:</p> <p>Breaking Ground, a not-for-profit agency providing homeless services, seeks a psychiatrist to work closely with social services staff providing evaluation and treatment to homeless and formerly homeless New Yorkers. This is an opportunity to work in unique settings where you can truly meet your patients "where they're at," without any restrictions or burdens associated with billing insurance companies.</p> <p>Breaking Ground is a not for profit agency that provides person-centered services with a harm reduction approach. Currently there are opportunities to work in a transitional residence for homeless men and women, and with a team that supports formerly homeless individuals who are now in permanent housing.</p> <p>We are seeking a dynamic, collaborative clinician who is dedicated to engaging clients with serious mental illness and co-morbid disorders. The psychiatrist will work with a multi-disciplinary team to:</p> <ul style="list-style-type: none"> Identify and engage clients in need of psychiatric treatment Conduct diagnostic interviews and provide written psychiatric evaluations Prescribe medications and provide psychotherapeutic care Assist in planning and presenting educational materials to staff Participate in clinical meetings and supervisory meetings as needed <p>We offer competitive compensation. Daytime hours are preferred, with some flexibility.</p>	<p>If interested, please contact:</p> <p>Jill Maddox, MD Medical Director, Breaking Ground jill.maddox@breakingground.org</p>			