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### CUCS JOBS JOURNAL

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

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

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

The next issue of the Jobs Journal will be published **Tuesday, January 22, 2019.**

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

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

## Reentry Coordination Liaison Position Available at Housing Resource Center

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

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

**Requirements:**

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

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

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

#### Agency/Site Abbreviations

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

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

## The CUCS Jobs Journal

Monday, January 7, 2019

### HS Diploma/GED Required

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

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

**Position:** Employment Specialist

**Job Location:** Brooklyn

**Posted:** 10/29/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

#### **Contact Info**

Marianna Barbarash

Email:

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

#### Job Description

The Employment Specialist will provide a full range of employment services to individuals in recovery from symptoms from Mental Illness. To assist in meeting the goals of these individuals, it will be expected that the Employment Specialist will facilitate Behavioral Health methods and maintain awareness of Wellness Management to meet employment needs, as detailed below:

Intake/Assessment:

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

Vocational/Employment Services:

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

Job Retention Services:

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

Documentation/Administrative:

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

#### Experience/Requirements

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

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

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

**Position:** Housing Specialist Homeworks

**Job Location:** Brooklyn

**Posted:** 10/29/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

## Job Description

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

Baltic Street AEH, Inc. seeks applicants for the position of 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.

### Essential Functions:

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

### Other Duties:

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

## Experience/Requirements

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

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

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

**Position:** Lodge Bridger III

**Job Location:** Staten Island

**Posted:** 10/29/2018

**Benefits:** Unknown

**FT/PT:** PT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

## Job Description

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

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

Essential Functions:

### Direct Services

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

### Documentation

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

### Other Duties

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

## Experience/Requirements

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

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

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

**Position:** Manhattan West Self Help

**Job Location:** Manhattan

**Posted:** 10/29/2018

**Benefits:** Unknown

**FT/PT:** PT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

## Job Description

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

### Direct Services

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

### Documentation

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

### Other Duties

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

## Experience/Requirements

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

**Agency:** Baltic Street AEH, Inc. -- SSA**Site:** Baltic St. AEH, Inc. -- Aff.**Position:** Peer Advocate Bridger I**Job Location:** Brooklyn**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

**Job Description**

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

Baltic Street AEH Inc., seeks applicants for the position of Peer Advocate Bridger. 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.

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

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

**Documentation**

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

**Other Duties**

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

**Experience/Requirements**

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

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

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

**Position:** Peer Advocate Bridger II

**Job Location:** Staten Island

**Posted:** 10/29/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

**Contact Info**

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

**Job Description**

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

**Essential Functions:**

**Direct Services**

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

**Documentation**

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

**Other Duties**

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

**Experience/Requirements**

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

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

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

**Position:** Peer Advocate Bronx

**Job Location:** Bronx

**Posted:** 10/29/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

## Job Description

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

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

Essential Functions:

### Direct Services

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

### Documentation

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

### Other Duties

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

## Experience/Requirements

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



**Agency:** Baltic Street AEH, Inc. -- SSA**Site:** Baltic St. AEH, Inc. -- Aff.**Position:** Peer Advocate Brooklyn**Job Location:** Brooklyn**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

**Job Description**

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

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

Essential Functions:

Direct Services

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

**Experience/Requirements**

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

**Agency:** Baltic Street AEH, Inc. -- SSA**Site:** Baltic St. AEH, Inc. -- Aff.**Position:** Peer Advocate Brooklyn**Job Location:** Brooklyn**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

**Job Description**

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

**Documentation**

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

**Other Duties**

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

**Experience/Requirements**

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

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

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

**Position:** Peer Advocate SI

**Job Location:** Staten Island

**Posted:** 10/29/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

## Job Description

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### Direct Services

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

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

**Position:** Peer Advocate SI

**Job Location:** Staten Island

**Posted:** 10/29/2018

**Benefits:** Unknown

**FT/PT:** PT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

## Job Description

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### Other Duties

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29. Perform other duties as assigned.

## Experience/Requirements

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**Agency:** Baltic Street AEH, Inc. -- SSA**Site:** Baltic St. AEH, Inc. -- Aff.**Position:** Supp.Educ.Counselor**Job Location:** Brooklyn**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

**Job Description**

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

**Experience/Requirements**

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Bronx**Posted:** 12/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for an 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 use the stairs.

THIS JOB IS LOCATED AT THE FOLLOWING ADDRESS:

Delta Manor

1530 Beach Ave

Bronx, NY 10460

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

**Experience/Requirements**

Case Manager 1

HS Diploma and 2 years experience

Case Manager 2

2 years as CM 1

or

Bachelor's Degree

or

HS Diploma and 4 years relevant experience.

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

Case Manager 3

2 years as CM 2

or

Bachelor's Degree and 2 years relevant experience

or

BSW and 1 year relevant experience

or

HS Diploma and 6 years relevant experience.

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

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

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Manhattan**Posted:** 12/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

THIS POSITION IS LOCATED IN THE TIMES SQUARE AREA OF 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 25-30 clients. The job comprises a full range of direct services to clients with particular emphasis on mental health, physical health and substance abuse services. Services may also include money management, coordination of care, medication management, on-going individual counseling, and complete documentation of these services. Additional responsibilities include involvement in evidence based practices such as Supported Employment and Motivational Interviewing. The Case Manager will participate and contribute to a program culture that is client-centered, outcome-oriented and dedicated to continuous quality improvement.

**Experience/Requirements**

Case Manager 2 – Bachelor's Degree or HS Diploma or equivalent and 4 years relevant experience.

Case Manager 3 - BSW and 1 year relevant experience (excluding fieldwork) or Bachelor's degree and 2 years relevant experience or HS diploma or equivalent and 6 years relevant experience.

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

Bilingual English/Spanish a plus.

Strong written and verbal communications skills

Computer literacy required

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Brooklyn**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services (CUCS) seeks an Evening Team Case Manager to provide 4pm-12am coverage at its Prospect Place shelter for homeless, mentally ill women. Prospect Place is a 90 bed recovery oriented housing placement program located at 174 Prospect Place in Brooklyn, NY. Program services include: housing placement, comprehensive health, mental health, and case management services. Prospect Place operates 7 days per week with 24 hour clinical and security staff. The program is readily accessible by public transportation.

Responsibilities:

HOURS-4pm to 12am Monday through Friday; applicant must have flexibility to attend trainings and onsite meetings held earlier in the day.

The program's goal is permanent housing placement that meets women's preferences, needs and abilities.

Program services include: housing placement, on-site health and mental health care, housing focused case management, and group services.

The Evening Case Manager is part of the Evening Team which consists of an Evening Supervisor, Evening Social Worker, and two Evening Case Managers. Some of the responsibilities of the Evening Case Manager are:

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.
5. Assisting with clients moving into the shelter that occur during shift.

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 therapeutic recreation and socialization.

1. Proactively working to engage clients in the program.
2. Facilitating positive group activities.

**Experience/Requirements**

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.

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.

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Brooklyn**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Case Manager position at the Schermerhorn House, a 217 unit permanent housing site for single adults located in Boerum Hill, Brooklyn. The project houses individuals with histories of homelessness, mental illness and/or substance abuse, individuals living with HIV/AIDS and low income people who are members of the performing arts community.

THIS JOB IS LOCATED IN BOERUM HILL, BROOKLYN Responsibilities:

The Case Manager is responsible for providing 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, assistance with self-administration of medication, on- going individual counseling, and complete documentation of these services. Additional responsibilities include involvement in evidence based practices such as Supported Employment, Wellness Self-Management, and Motivational Interviewing. The Case Manager will participate and contribute to a program culture that is client-centered, outcome-oriented and dedicated to continuous quality improvement.

**Experience/Requirements**

Case Manager 2 – Bachelor's Degree or HS Diploma or equivalent and 4 years relevant experience.

Case Manager 3 - BSW and 1 year relevant experience (excluding fieldwork) or Bachelor's degree and 2 years relevant experience or HS diploma or equivalent and 6 years relevant experience.

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

Strong written and verbal communications skills

Computer literacy required

Demonstrated ability to provide services to a specialized population

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

Bilingual English/Spanish required

Weekly Schedule:

4 days a week: 9am-5pm

1 day a week: 12pm-8pm

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Manhattan**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

THIS POSITION IS LOCATED IN THE TIMES SQUARE AREA OF 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.

The Case Manager is responsible for a caseload of 25-30 clients. The job comprises a full range of direct services to clients with particular emphasis on mental health, physical health and substance abuse services. Services may also include money management, coordination of care, medication management, on- going individual counseling, and complete documentation of these services. Additional responsibilities include involvement in evidence based practices such as Supported Employment and Motivational Interviewing. The Case Manager will participate and contribute to a program culture that is client-centered, outcome-oriented and dedicated to continuous quality improvement.

**Experience/Requirements**

Case Manager 2 – Bachelor's Degree or HS Diploma or equivalent and 4 years relevant experience.

Case Manager 3 - BSW and 1 year relevant experience (excluding fieldwork) or Bachelor's degree and 2 years relevant experience or HS diploma or equivalent and 6 years relevant experience.

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

Bilingual English/Spanish a plus.

Strong written and verbal communications skills

Computer literacy required

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Brooklyn**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Case Manager position at The Hegeman. The Hegeman is a permanent supportive housing residence located in Brownsville, Brooklyn, for 160 low income tenants, many of whom have histories of mental illness, homelessness, and substance abuse. The building has a LEED (Leadership in Energy and Environmental Safety Design) silver rating and includes a 24/7 attended lobby, a community garden, a computer room, and a fitness room.

CUCS provides comprehensive on-site social services using a recovery orientation, which include the implementation of evidence based practices such as Supported Employment, Motivational Interviewing, and Wellness Self Management.

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

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

**Experience/Requirements**

Case Manager 2 – Bachelor's Degree or HS Diploma or equivalent and 4 years relevant experience.

Case Manager 3 - BSW and 1 year relevant experience (excluding fieldwork) or Bachelor's degree and 2 years relevant experience or HS diploma or equivalent and 6 years relevant experience.

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

Strong written and verbal communications skills

Computer literacy required

Bilingual English/Spanish preferred, but not required.

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Bronx**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Case Manager's responsibilities will include case management and clinical services, engagement, outreach, psycho-education, coordination of care, ongoing individual counseling, advocacy, as well as complete documentation of these services. The Case Manager will participate and contribute to a program culture that is fast-paced, clinically focused, client-centered, outcome-oriented, and dedicated to continuous quality improvement.

Responsibilities will include:

Outreach and engagement

Support for engagement in employment and other community-based activities

Supportive counseling

Entitlements assistance

Crisis prevention/intervention

Medical services assistance and referrals

Mental health services assistance and referral

Substance abuse treatment support

Household management support and coaching

Escorts to appointments and transportation services

General information and referral services

The Park House and Webster Ave residences are new supportive housing sites for low-income and formerly homeless individuals. Both buildings are new construction, developed on the same plot of land, and connected by an outdoor courtyard area. CUCS staff provide social services at both sites. This Case Manager will manage a caseload comprised of special needs and low income clients in addition to ten clients with histories of chronic homelessness who have been approved for supportive housing and referred by HRA. The Webster will house 170 tenants and Park House houses 20 special needs tenants.

**Experience/Requirements**

- Case Manager 1 requires a HS Diploma and 2 years relevant experience
- Case Manager 2 requires a Bachelor's Degree or HS Diploma and 4 years relevant experience.
- Case Manager 3 requires a Bachelor's Degree and 2 years relevant experience or BSW and 1 year relevant experience or HS Diploma and 6 years relevant experience.
- Good verbal and written communication skills
- Strong writing skills and computer literacy required
- Bilingual Spanish / English strongly preferred

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

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Brooklyn**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services (CUCS) seeks an Evening Team Case Manager to provide 4pm-12am coverage at its Prospect Place shelter for homeless, mentally ill women. Prospect Place is a 90 bed recovery oriented housing placement program located at 174 Prospect Place in Brooklyn, NY. Program services include: housing placement, comprehensive health, mental health, and case management services. Prospect Place operates 7 days per week with 24 hour clinical and security staff. The program is readily accessible by public transportation. HOURS-4pm to 12am Monday through Friday; applicant must have flexibility to attend trainings and onsite meetings held earlier in the day.

The program's goal is permanent housing placement that meets women's preferences, needs and abilities.

Program services include: housing placement, on-site health and mental health care, housing focused case management, and group services.

The Evening Case Manager is part of the Evening Team which consists of an Evening Supervisor, Evening Social Worker, and two Evening Case Managers. Some of the responsibilities of the Evening Case Manager are:

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.
5. Assisting with clients moving into the shelter that occur during shift.

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 therapeutic recreation and socialization.

1. Proactively working to engage clients in the program.
2. Facilitating positive group activities.

**Experience/Requirements**

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.

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

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

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

**Posted:** 10/29/2018 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

Email:

### Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Case Manager position at The Hegeman, a 160 unit permanent supportive housing residence located in Brownsville Brooklyn, for low income tenants, many of whom have histories of mental illness, homelessness, and substance abuse. The building has a LEED (Leadership in Energy and Environmental Safety Design) silver rating and includes a 24/7 attended lobby, a community garden, a computer room, and a fitness room.

CUCS provides comprehensive on-site social services using a recovery orientation, which include the implementation of evidence based practices such as Supported Employment, Motivational Interviewing, and Wellness Self Management. The Case Manager is responsible for working with an assigned group of clients to help them live full and satisfying lives in the community; helping their team and program to function well and meet their contractual obligations; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements.

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

### Experience/Requirements

Case Manager 2 – Bachelor's Degree or HS Diploma or equivalent and 4 years relevant experience.  
Case Manager 3 - BSW and 1 year relevant experience (excluding fieldwork) or Bachelor's degree and 2 years relevant experience or HS diploma or equivalent and 6 years relevant experience.  
For applicants without college degrees, every 30 credits can be substituted for 1 year of experience.  
Strong written and verbal communications skills  
Computer literacy required  
Bilingual English/Spanish preferred, but not required.

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

**Posted:** 10/29/2018 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

Email:

### Job Description

The Christopher is a 167-unit supportive housing residence for single adults located in the Chelsea neighborhood of Manhattan. The building provides permanent, affordable housing and case management services to low income tenants, many of whom have histories of mental illness, homelessness, substance abuse, and/or HIV/AIDS. The Christopher is seeking a full time Case Manager.

### Description

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

### Experience/Requirements

Case Manager 2 – Bachelor's Degree or HS Diploma or equivalent and 4 years relevant experience.  
Case Manager 3 - BSW and 1 year relevant experience (excluding fieldwork) or Bachelor's degree and 2 years relevant experience or HS diploma or equivalent and 6 years relevant experience.  
For applicants without college degrees, every 30 credits can be substituted for 1 year of experience.  
Bilingual English/Spanish a plus.  
Strong written and verbal communications skills  
Computer literacy required  
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**Agency:** Center for Urban Community Services -- SHA

**Site:** CUCS -- SHA

**Position:** Evening Team Case Manager

**Job Location:** Brooklyn

**Posted:** 11/26/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

Email:

## Job Description

The Center for Urban Community Services (CUCS) seeks an Evening Team Case Manager to provide 4pm-12am coverage at its Prospect Place shelter for homeless, mentally ill women. Prospect Place is a 90 bed recovery oriented housing placement program located at 174 Prospect Place in Brooklyn, NY. Program services include: housing placement, comprehensive health, mental health, and case management services. Prospect Place operates 7 days per week with 24 hour clinical and security staff. The program is readily accessible by public transportation.

### Responsibilities:

HOURS-4pm to 12am Monday through Friday; applicant must have flexibility to attend trainings and onsite meetings held earlier in the day.

The program's goal is permanent housing placement that meets women's preferences, needs and abilities.

Program services include: housing placement, on-site health and mental health care, housing focused case management, and group services.

The Evening Case Manager is part of the Evening Team which consists of an Evening Supervisor, Evening Social Worker, and two Evening Case Managers. Some of the responsibilities of the Evening Case Manager are:

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.
5. Assisting with clients moving into the shelter that occur during shift.

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 therapeutic recreation and socialization.

1. Proactively working to engage clients in the program.
2. Facilitating positive group activities.

## Experience/Requirements

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.

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Overnight Case Manager**Job Location:** Brooklyn**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services (CUCS) seeks an Overnight Team Case Manager for its Prospect Place shelter for homeless, mentally ill women. Prospect Place is a 90 bed recovery oriented housing placement program located at 174 Prospect Place in Brooklyn, NY. Program services include: housing placement, comprehensive health, mental health, and case management services. Prospect Place operates 7 days per week with 24 hour clinical and security staff. The program is readily accessible by public transportation.

Description

The Overnight Case Manager is responsible for working with all clients to help them live full and satisfying lives in the community; helping their team and program to function well and meet their contractual obligations; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements. Services that the Overnight Case Manager will be expected to provide include, but are not limited to, supportive counseling, outreach, written assessments, case management, advocacy, and crisis intervention. The Overnight Case Manager is expected to monitor the building during the overnight shift, ensure the safety of the clients, report census updates to the Department of Homeless Services and support the site to ensure the good functioning of the program as a whole.

**Experience/Requirements**

Case Manager 2

2 years as CM 1

or

Bachelor's Degree

or

HS Diploma and 4 years relevant experience.

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

Case Manager 3

2 years as CM 2

or

Bachelor's Degree and 2 years relevant experience

or

BSW and 1 year relevant experience

or

HS Diploma and 6 years relevant experience.

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Overnight Case Manager**Job Location:** Brooklyn**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services (CUCS) seeks an Overnight Team Case Manager for its Prospect Place shelter for homeless, mentally ill women. Prospect Place is a 90 bed recovery oriented housing placement program located at 174 Prospect Place in Brooklyn, NY. Program services include: housing placement, comprehensive health, mental health, and case management services. Prospect Place operates 7 days per week with 24 hour clinical and security staff. The program is readily accessible by public transportation.

Description

The Overnight Case Manager is responsible for working with all clients to help them live full and satisfying lives in the community; helping their team and program to function well and meet their contractual obligations; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements. Services that the Overnight Case Manager will be expected to provide include, but are not limited to, supportive counseling, outreach, written assessments, case management, advocacy, and crisis intervention. The Overnight Case Manager is expected to monitor the building during the overnight shift, ensure the safety of the clients, report census updates to the Department of Homeless Services and support the site to ensure the good functioning of the program as a whole.

**Experience/Requirements**

Case Manager 2

2 years as CM 1

or

Bachelor's Degree

or

HS Diploma and 4 years relevant experience.

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

Case Manager 3

2 years as CM 2

or

Bachelor's Degree and 2 years relevant experience

or

BSW and 1 year relevant experience

or

HS Diploma and 6 years relevant experience.

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Peer Specialist**Job Location:** Manhattan**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiative for homeless people, invites applications for a Peer Specialist positions with the Intensive Mobile Treatment Team. The Intensive Mobile Treatment Team works with individuals that move frequently across the behavioral health care system (outpatient and inpatient), the homeless services system (shelter, street, Safe Haven), and the criminal justice system (jail, probation, parole), and have barriers to engage in the services they need. The Peer Specialist will have experience as a recipient of mental health services and ideally a history of homelessness and/or criminal justice systems with a willingness to share personal, practical experience, knowledge, and first-hand insight to benefit program enrollees. Experience with substance use services or the criminal justice system is also required. Peer Specialist will be responsible for building of relationships with program participants and their networks of support in order to support the person's recovery. The Peer Specialist will also assist consumers with navigating the service systems, including behavioral and medical health, criminal justice, shelter system, entitlements and transportation. Additionally, s/he will practice according to the principles of recovery oriented and trauma informed service delivery. The Peer Specialist will be expected to contribute to a program culture that is person-centered, outcome-oriented, and committed to continuous quality improvement. All Peer Specialist staff will become certified, with either a Provisional or Professional certification within 1 year of employment.

**Experience/Requirements**

Provisional or Professional Peer Specialist certification preferred.

Experience with and an ability to navigate service systems.

Knowledge of the principles of recovery oriented and trauma informed service delivery.

Ability to engage individuals around mental health, substance abuse, and/or criminal justice issues.

This person must possess strong written and verbal communication skills, and have a familiarity with computers.

Bilingual Spanish/English preferred

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

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Peer Specialist**Job Location:** Manhattan**Posted:** 12/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Peer Specialist will have experience as a recipient of mental health services and ideally a history of homelessness and/or criminal justice systems with a willingness to share personal, practical experience, knowledge, and first-hand insight to benefit program enrollees. Experience with substance use services or the criminal justice system is also required. Peer Specialist will be responsible for building of relationships with program participants and their networks of support in order to support the person's recovery. The Peer Specialist will also assist consumers with navigating the service systems, including behavioral and medical health, criminal justice, shelter system, entitlements and transportation. Additionally, s/he will practice according to the principles of recovery oriented and trauma informed service delivery. The Peer Specialist will be expected to contribute to a program culture that is person-centered, outcome-oriented, and committed to continuous quality improvement. All Peer Specialist staff will become certified, with either a Provisional or Professional certification within 1 year of employment.

**Requirements**

Provisional or Professional Peer Specialist certification preferred.

Experience with and an ability to navigate service systems.

Knowledge of the principles of recovery oriented and trauma informed service delivery.

Ability to engage individuals around mental health, substance abuse, and/or criminal justice issues.

This person must possess strong written and verbal communication skills, and have a familiarity with computers.

Bilingual Spanish/English preferred

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**Experience/Requirements**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiative for homeless people, invites applications for a Peer Specialist positions with the Intensive Mobile Treatment Team. The Intensive Mobile Treatment Team works with individuals that move frequently across the behavioral health care system (outpatient and inpatient), the homeless services system (shelter, street, Safe Haven), and the criminal justice system (jail, probation, parole), and have barriers to engage in the services they need. The salaries for all of the positions on the Intensive Mobile Treatment Team will be 10% higher than the standard CUCS salaries.

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Case Manager**Job Location:** Brooklyn**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Per Diem Case Manager position at the Hegeman. The Hegeman is a permanent supportive housing residence located in Brownsville, Brooklyn, for 160 low income tenants, many of whom have histories of mental illness, homelessness, and substance abuse. The building has a LEED (Leadership in Energy and Environmental Safety Design) silver rating and includes a 24/7 attended lobby, a community garden, a computer room, and a fitness room.

CUCS provides comprehensive on-site social services using a recovery orientation, which includes the implementation of evidence based practices such as Supported Employment, Motivational Interviewing, and Wellness Self Management.

This job is located in Brownsville, Brooklyn. Responsibilities include provision of clinical services, outreach to tenants; occasionally facilitating organized classes and activities; crisis intervention and providing general assistance as needed.

Schedule: Friday evenings 4pm – 7pm & Saturday 10am – 3pm, alternate weekends.

**Experience/Requirements**

High School diploma; one-year direct practice experience in mental health and/or Substance Abuse Treatment. Related experience working with mentally ill or homeless individuals is strongly preferred, good verbal and written communications skills; computer literacy. A Bachelors Degree may substitute for one-year experience. Bilingual Spanish/English preferred.

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

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Case Manager**Job Location:** Manhattan**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services(CUCS), a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Per Diem Case Manager position at the CUCS' Harlem Transitional Services(HTS). HTS' Kelly Transitional Living Community provides services to 40 clients. It provides chronically street homeless individuals with mental illness and/or substance abuse assistance in obtaining and maintaining permanent housing. The Housing First/Harm Reduction Model is used to engage people who otherwise may not accept services. A multidisciplinary staff works collaboratively with the residents on their recovery, and housing goals.

The program is temporarily located at the Harlem YMCA at 180 West 135th St. New York, NY.

Responsibilities:

Hours: Availability on weekends, holidays, and weekday and weekend overnight shifts are required.

Duties include monitoring medication, addressing the clinical needs of the residents, and ensuring the safety of the facility.

The per diem case manager will document all client interactions to keep full time staff informed of tenant updates.

**Experience/Requirements**

Experience and Education Required:

- 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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Case Manager**Job Location:** Bronx**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a PER DIEM 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. Description

Per Diem Case Manager works on the evening, overnight, or weekend shifts at a program site and does not carry a specific recipient caseload. Rather, this position is usually responsible for ensuring the comfort and well-being of the entire recipient census of a site by carrying out program activities and providing direct clinical services.

The Per Diem Case Manager is expected to actively support and work to accomplish the agency's mission and the program's specific goals and objectives.

Shifts available:

Weekends and Holidays, 7am- 3pm; 3pm-11pm; 11pm – 7am

**Experience/Requirements**

High School diploma

- 1 year related experience
- Appropriate verbal and written communication skills
- Computer literacy
- Some college preferred; B.A. may substitute for experience
- Bilingual Spanish/English preferred

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

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Case Manager**Job Location:** Manhattan**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services (CUCS) is a national leader in the development of effective housing and service initiatives. As a part of the city funded Manhattan Outreach Consortium (MOC) for the last ten years, CUCS has operated an outreach and housing placement program for people living on the streets of its assigned catchment area, 110th Street to the northern tip of Manhattan; and provided psychiatric and medical services (through its affiliate, Janian Medical Care), staff training, and IT support for all of the MOC programs. MOC is an innovative street outreach and housing placement program for people who are chronically homeless and living on the streets of Manhattan. In addition to CUCS, Breaking Ground operates a MOC outreach program in midtown Manhattan, and Goddard Riverside Community Center serves as the MOC's lead agency and operates two outreach programs covering the remainder of Manhattan. Since the MOC began in September 2007, it has placed 1750 people into permanent housing, much of that do to CUCS' very strong outreach, psychiatric, medical, training, and IT staff.

THIS POSITION IS LOCATED AT CUCS' EAST HARLEM MAIN OFFICE.

Responsibilities: The Per Diem Outreach Workers will be responsible for responding to 311 calls from the community regarding homeless individuals, checking on clients in weather related emergencies, as well as generally engaging with clients sleeping on the street. They will utilize a harm reduction approach emphasizing meeting clients "where they are at" without judgment or coercion. The Per Diem Outreach Workers will work with a diverse range of clients including substance users, people with mental illnesses, and people involved with the criminal justice system. They 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.

As a 24-hour site, staff must be flexible in working other shifts, in cases of emergency, to maintain an adequate staffing structure at all times.

**Experience/Requirements**

- Must have valid driver's license
- Must be able to work effectively as part of a team.
- Relevant experience working with the homeless population preferred.
- Computer literacy, especially in regards to Microsoft Excel, Outlook, and Word
- Educational requirements include a minimum of a Bachelor's Degree and 2 years relevant experience, OR, HS Diploma and 4 years experience. For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.
- Applicants with Spanish language proficiency preferred

Applicants will only be considered for positions they apply for.

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**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Harm Reduction Specialist**Job Location:** Bronx**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

he Harm Reduction Specialist provides engagement and support services, particularly to program participants engaging in behaviors that may pose risks such as drug and alcohol use, sexual practices, and self-injury, using a harm reduction approach. The emphasis is on meeting individuals "where they are at" and providing non-judgmental, non-coercive services, and resources to individuals. In addition, the Harm Reduction Specialist provides consultation, education, training, and support to program staff in their work with participants. The Harm Reduction Specialist is a leader promoting Community Access' commitment to providing services using a harm reduction approach.

**Essential Job Functions**

- Provide harm reduction focused consultation and support to program staff related to reducing risks associated with drug/alcohol use, health concerns such as diabetes, sexual health, violence, arrest/incarceration, sex work/survival sex, etc.
- Work at assigned programs, creating, and implementing a schedule responsive to program and participant priorities.
- Develop harm reduction related programming, including groups and other activities, relevant for each program.
- Provide technical assistance and in-house trainings on harm reduction topics for staff and participants as well as coordinate information sessions with outside providers on harm reduction related topics.
- Attend and participate in Harm Reduction Committee meetings and contribute to agency-wide Committee projects to support the infusion of harm reduction throughout the agency.
- Ensure adequate supply of safer sex and safer drug use supplies for assigned programs.
- Become a CA Opioid Overdose Prevention Program (OOPP) Trainer, and follow all DOHMH and CA OOPP policies and procedures.
- Participate in and support agency health and wellness projects.
- Provide regular communication to Program Directors regarding staff and building concerns related to harm reduction.
- Attend team meetings of assigned programs, as scheduled, to learn about current concerns and events.
- Establish ongoing relationships with harm reduction service providers, local precincts, and other community resources, and maintain an inventory of these resources.
- Meet with program staff and program participants together, (or temporarily with program participants as a bridge to meeting with program staff) in situations where program staff are in need of support, role modeling and skill building to effectively meet the needs of program participants.
- Maintain quality service by utilizing and serving as a role model for agency standards in all interactions with program participants.
- Using a harm reduction approach, assess participants' needs for services, including outreach, counseling, education, referral, and plan services accordingly.
- Develop and support strategies to meet the needs of specified groups, e.g. people who use drugs and/or alcohol, criminal justice involved individuals, people engaged in sex work.
- Provide service coordination to assigned participants as defined by program and contractual requirements.
- Develop and assist in implementing service plans determined by goals of program participants, including reviewing service plans with program participants, identifying progress and revising plan as needed.
- Produce and maintain thorough, accurate and timely documentation, including charts and documentation in service records of interactions with program participants, services provided, important information and/or events, and contacts with other agencies and service providers, as required by agency policies, and relevant contracts and regulatory agencies.
- Assist program participants by advocating for quality care from external service providers, including educating providers on special issues, etc.
- Assist program participants in maintaining apartment free from unsanitary conditions and safety hazards, utilizing individualized strategies, e.g. teaching, feedback, demonstration and other forms of hands-on interventions, as needed.
- Assist program participants with conflict resolution and provide crisis intervention, as necessary.
- Provide outreach to program participants who are not indicating their goals or who are not engaged, to offer services to them, and to incorporate outreach in their service plans.
- Provide support and training on skills-building, including assertiveness, self-advocacy, socialization, and other related issues.
- Coordinate work orders with Facilities staff regarding apartment repairs and/or program participant requests.
- Attend and participate in supervision, meetings and training sessions, as required and as scheduled.
- Provide holiday, evening and weekend coverage, as necessary.
- Provide coverage for non-assigned program participants, as needed.
- Perform other duties as assigned.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access, with particular expertise in harm reduction and recovery oriented services.
- Minimum of a high school diploma or equivalent (GED); Bachelor's degree, preferred.
- Minimum 2 years' experience working within a harm reduction approach (personal experience participating in harm reduction services may substitute for up to 1 year of work experience).
- Commitment and ability to communicate and engage staff on implementation of CA values and practice approach.
- Ability to assess community needs and develop relevant programming based on needs.
- Ability to create and deliver training and technical assistance using a variety of instructional techniques such as didactic lecture, role playing, experiential learning, team exercises, group discussions, multi-media, etc.
- Ability to develop and facilitate regular group activities.
- Strong time management skills: ability to effectively manage workload so as to simultaneously plan and meet short term and long term deadlines.
- Ability to travel to assigned programs and be flexible with scheduling.
- Must be fingerprinted and cleared by the New York State Justice Center.
- Be skilled in conflict mediation/negotiation and have an assertive and proactive approach to problem solving.
- Demonstrated leadership skills and ability to work as part of a team and articulate program goals.
- Excellent oral and written communication skills.
- Ability to utilize various computer programs, specifically Microsoft Office.
- Be creative and flexible.
- Show initiative and be responsible for follow through.
- Ability to maintain confidential information, as related to position.
- Bilingual Spanish-speaking, preferred. Ability to speak other relevant languages, dependent upon specific needs of residents.



**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Peer Bridger - IMT**Job Location:** Unknown**Posted:** 1/7/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

Community Access, Inc. (CA), founded in 1974, is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy and healing-focused services. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1000 units of supportive housing in three boroughs

**Position Overview:**

The Adult Home Initiative is designed to assist Adult Home Residents through a multi-phased process leading to successful transition into Supported Housing. The initiative will provide peer supports during the in-reach, assessment, HRA approval, and moving transition phases, as desired and needed by the residents. The initiative will utilize a range of individualized and group-based peer-informed strategies to promote housing transitions, striving to empower class members through exposure to possibilities, development of self-advocacy skills, promoting informed choice, and enhancing community engagement.

The Peer Bridger works to develop mentoring and supportive relationship with NYC Adult Home Residents, promoting connection and hope in an independent future in Supported Housing. The Peer Bridger engages residents in peer-based services to identify and overcome barriers to housing transition, addressing questions and fears, while building self-advocacy and systems-navigation skills. The job responsibilities of all staff extend to understanding and incorporating certain principles into their work and into their relationships with program participants. These principles are: Program participants' right to self-determination; Respectful communication; Services that support recovery and healing consistent with and nurturing each participant's cultural background, experience, identity, and values. Clear professional boundaries to support the limits and possibilities of services.

**Experience/Requirements**

Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.

Recipient/survivor of mental health services, required. Minimum of a High School/Equivalency Diploma, required. Experience working in behavioral health setting: peer service delivery, community development, rehabilitation or recovery-oriented services, preferred. Personal or professional experience with New York City mental health supported housing, preferred. Must be fingerprinted and cleared by the New York State Justice Center. Resourceful and able to organize, multitask, and prioritize work. Possess strong understanding and practice of recovery, wellness and related services. Analytical and innovative problem solving abilities.

Attentive to details in documentation and data collection, reporting and analysis. Ability to work as part of a team. Strong oral and written communication skills. Ability to utilize various computer programs, specifically Microsoft Word and Excel. Be creative and flexible. Ability to travel and work afternoons, evenings and weekends. Show initiative and be responsible for follow through. Ability to maintain confidential information, as related to position.

Bilingual Spanish-speaking candidates are strongly encouraged to apply

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Recovery Specialist**Job Location:** Manhattan**Posted:** 1/7/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

Community Access is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1,200 units of supportive housing in three boroughs, a new Adult Home Initiative, advocacy and Supported Education programs, a peer-driven Crisis Respite Center, and other initiatives.

**Position Overview**

Recovery Specialists must actively engage and motivate participants to utilize a customized array of services to develop personal potential and establish and attain life role goals. PROS program staff must be flexible and committed to mental health recovery. Some of the essential job functions include developing individual recovery plans with participants that reflect person-centered planning principles; developing, modifying and delivering group curriculum to sufficiently meet program and individual outcomes; and engage members in organizational change.

**Job Type:** Full Time**Salary:** 24.04/Hour**Location :** Manhattan**Experience/Requirements**

- Understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Excellent group process and facilitation skills.
- Commitment to recovery oriented practice.
- Minimum 2 years experience in clinical or rehabilitation mental health setting.
- Available to work on Saturdays and holidays, occasionally.
- Must be fingerprinted and cleared by the Office of Mental Health (OMH).
- Skilled in conflict mediation/negotiation and have an assertive approach to problem solving.
- Excellent oral and written communication skills.
- Ability to utilize various computer programs, specifically Microsoft Word, Excel and AWARDS or similar electronic client database system.
- Be creative and flexible.
- Possess strong organizational skills.
- Show initiative and be responsible for follow through.
- Ability to maintain confidential information, as related to position.
- Ability to work independently and as part of a team.

Bilingual Spanish-speaking candidates are strongly encouraged to apply

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Service Coordinator**Job Location:** Unknown**Posted:** 1/7/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

Community Access is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1,200 units of supportive housing in three boroughs, a new Adult Home Initiative, advocacy and Supported Education programs, a peer-driven Crisis Respite Center, and other initiatives.

**overview**

The Service Coordinator provides support services as defined by regulatory contracts and Community Access guidelines to assigned program participants, including assisting with defining personal, vocational and educational goals. The Service Coordinator provides assistance to program participants using a person-centered model that supports individuals in their recovery, hopes and opportunities.

**Essential Job Functions**

- Provide recovery oriented support services and outreach to assigned program participants, as defined by program and contractual requirements.
- Develop and assist in implementing service plans determined by goals of program participants, including reviewing service plans with program participants, identifying progress and revising plan as needed.
- Produce and maintain thorough, accurate and timely documentation, including charts and documentation of interactions with program participants, services provided, important information and/or events, and contacts with other agencies and service providers, as required by agency policies, and relevant contracts and regulatory agencies.
- Assist program participants in advocating for quality care received from external service providers, including educating providers on special issues, etc.
- Assist program participants in maintaining apartment free from unsanitary conditions and safety hazards, utilizing individualized strategies, e.g. teaching, feedback, demonstration and other forms of hands-on interventions, as needed.
- Provide referrals for treatment for psychiatric disabilities, substance abuse, and health problems, as dictated by program participants.
- Assist program participants in identifying vocational and educational goals and opportunities, including assessment, support and follow-up, in coordination with Education and Employment Coordinator. Maintain up to date records of their job seeking and employment in AWARDS.
- Assist program participants with conflict resolution, as necessary.
- Utilize harm reduction strategies when working with individuals experiencing drug and/or alcohol related problems.
- Provide outreach to program participants who are not indicating their goals or who are not engaged, to offer services to them, and to incorporate outreach in their service plans.
- Provide crisis intervention, as necessary.
- Provide support and training on skills-building, including but not limited to assertiveness, self advocacy, socialization, and housekeeping.
- Maintain quality service by establishing and reinforcing program/agency standards in all interactions with program participants.
- Create or maintain a special project each year (e.g. run a group, participate in the advocacy department, coordinate an activity, etc.).
- Coordinate work orders with operations staff regarding apartment repairs and/or program participant requests.
- Attend and participate in supervision, meetings and training sessions, as required.
- Provide holiday, evening and weekend coverage, as necessary.
- Provide coverage for non-assigned program participants, as needed.
- Assist with training (after six months to a year) new staff on essential job functions.
- Perform other duties as assigned.

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Minimum of a high school diploma or equivalent (GED) - Bachelor's degree, preferred. Commitment to recovery oriented practice.
- Must be fingerprinted and cleared by the Office of Mental Health (OMH).
- Be skilled in conflict mediation/negotiation and have an assertive approach to problem solving.
- Excellent oral and written communication skills.
- Ability to utilize various computer programs, specifically Microsoft Word and Excel.
- Be creative and flexible.
- Show initiative and be responsible for follow through.
- Ability to maintain confidential information, as related to position.
- Ability to work independently and as part of a team.

Bilingual Spanish-speaking candidates are strongly encouraged to apply

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

Community Access is an Equal Opportunity Employer. M/F/D/V. Women, People of Color and Members of the LGBT community are strongly encouraged to apply. CA is committed to the hiring of at least 51% consumer staff, in all of its departments and programs, and at all levels of management. [www.communityaccess.org](http://www.communityaccess.org)

## Experience or BA Required

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

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

**Position:** Program Supervisor SI

**Job Location:** Staten Island

**Posted:** 10/29/2018

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

### Contact Info

Marianna Barbarash

Email:

mbarbarash@balticstreet.org

### Job Description

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

#### Essential Functions:

##### Program management

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

##### Self Help Services

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

##### Client Services

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

##### Personnel Management

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

##### Quality Assurance

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

##### Financial Management

- 25.Provide input into the establishment of program budgets.

##### Resource development/community relations

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

##### Computer Skills

28. Strong knowledge of MS Word and MS Excel

##### Other duties

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

### Experience/Requirements

At least 2 years of experience in the human service field. Prior supervisory experience required. 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](http://www.academyofpeerservices.org)) Knowledge of community mental health system, and experience with self-help and advocacy services. Organizational and communication skills required. Two years of college preferred.

**Agency:** Community Access -- SSA  
**Site:** Community Access -- SSA  
**Position:** Administrative Assistant - IMT  
**Job Location:** Bronx

**Posted:** 10/29/2018 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
HR Dept.  
Email:

### Job Description

The IMT Administrative Assistant provides administrative support and manages requests and needs for service by triaging calls and coordinate communication between the team and participants. The Administrative Assistant facilitates effective team functioning through administrative support to the program's staff with minimal supervision.

### Essential Job Functions

- Establish systems for organizing hard copy and electronic participant and program data.
- Establish protocols for office activities reflecting program needs consistent with agency operations.
- Perform general administrative duties such as copying, faxing, mailing, answering and responding to calls and correspondence.
- Maintain medical records and electronic data ensuring compliance with NYC DOHMH and other participating government and non-government entities.
- Assist team with AWARDS data entry, real-time updating of information, and completion and maintenance of records.
- Participate in clinical meetings and minute taking, and communicate scheduling, program information and participant priorities as needed to staff as they provide out of office services.
- Assist with development, maintenance and updating of program materials, forms, etc.
- Monitors and maintains inventory of office and program supplies.
- Manages upkeep of phones, computers and other equipment and technology, with IT as needed.
- Prepared check requests, code and process invoices according to accounting and AR systems and procedures.
- Responsible for program-related functions including but not limited to:
  - Ensure accurate updated information is maintained in AWARDS;
  - Inform staff of participant needs for entitlements recertification;
  - Function as point of contact for outside service providers;
  - Review charts to assist staff with ensuring all documentation is complete and up to date;

### Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Commitment to person-centered treatment strategies, upholding participants' rights, and self-determination in service provision.
- Minimum of Associate's Degree in relevant Behavioral Health field
- Previous administrative experience, preferably in a behavioral health or human services program setting.
- Exceptional communication skills.
- Excellent diplomacy, poise and social skills applicable to working with participants facing crises and stress.
- Must maintain confidentiality and have the ability to exercise a high level of judgment/discretion.
- Demonstrated experience creating and maintaining efficient administrative and operational systems.
- Knowledge of electronic health records, AWARDS preferred.
- Computer proficiency in Windows operating systems and programs, such as MS Word, Excel, PowerPoint, as well as comfort with learning new electronic systems.
- Bilingual Spanish-speaking, preferred.
- Must be fingerprinted and cleared by the New York State Justice Center

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Peer Specialist - IMT**Job Location:** Bronx**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

The Peer Specialist has lead responsibility for integrating wellness goals and services with the tasks of all IMT team members. The Specialist is a person with the lived experience of a mental health condition who has a willingness to share personal and practical experience, knowledge, and first-hand insight to benefit IMT program participants; recovery experience related to substance use services or criminal justice system preferred. The Peer Specialist engages and builds trusting relationships with program participants and their networks to support the person's recovery.

**Program Overview:**

Intensive Mobile Treatment (IMT) is a mobile practice model designed to provide treatment, rehabilitation and support services to individuals living with a serious mental health condition and whose needs have not been effectively met by traditional mental health services.

**Essential Job Functions****Peer Specialist activities:**

- Assist participants with navigating service systems, including behavioral and medical health, criminal justice, shelter system, entitlements and transportation.

- Educate participants about self-help techniques, processes and community options.

- Teach coping strategies based on personal experience.

- Assist participants with acquiring symptom management skills.

- Assist in identifying and clarifying rehabilitation and recovery goals.

- Assist in the development of community support systems and networks.

- Consistently practice according to the principles of recovery-oriented and trauma-informed service delivery

**Comprehensive IMT service activities:**

- Assess and provide services to participants to address health and wellness, housing, income support, education, vocational training, employment and social supports.

- Complete assessments and evaluations as required based on a rotating schedule

- Provide IMT treatment services including: service planning and coordination; problem solving; support with obtaining housing; developing social connections; strengthening family and other relationships; developing independent living skills and obtaining necessary resources; accessing and accessing education and training; employment supports (job search, placement and support); entitlement and financial management; empowerment and self-help; wellness self-management with a focus on the development of coping skills; support with medications; and weekly groups.

- Use motivational interviewing, recovery and trauma-informed approaches when delivering services.

- Complete crisis intervention and relapse prevention plans.

- Collaboration with participants, families and natural supports, shelter, jail and community partners to promote attainment of treatment and recovery goals.

- Coordinate discharge in collaboration with inpatient and ER staff when participants have involvement.

- Complete thorough, timely and accurate documentation and adequate authorization records consistent with billing, regulatory, policy and contractual requirements.

- Provide 24-hour crisis intervention services on rotating basis.

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.

- Commitment to person-centered treatment strategies, upholding participants' rights, and self-determination in service provision.

- New York Certified Peer Specialist (NYCPS).

- Lived experience of a mental health condition required, and a history of homelessness, involvement with the criminal justice system, and experience with substance use services, preferred.

- Available to work a flexible schedule, mornings, evenings and weekends in response to participant needs.

- Computer proficiency in Windows operating systems and programs, such as MS Word, Excel, PowerPoint, as well as comfort with learning new electronic systems.

- Bilingual Spanish-speaking, preferred

- Must be fingerprinted and cleared by the New York State Justice Center.

**BA/BS Required**

**Agency:** CAMBA -- SSA  
**Site:** -- Aff.

**Posted:** 12/10/2018 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Chanelle Nau  
 Email:

**Position:** VP of Human Resources

**Job Location:** Brooklyn

**Job Description**

CAMBA is a large non-profit serving 45,000 clients with a staff of over 2,000 employees. We are currently conducting an in-depth search for the right-fit Vice President of Human Resources. As an ever expanding social services non-profit organization, CAMBA offers programming that addresses a wide variety of populations and community concerns in the following six core areas: Economic Development, Family Support, Education & Youth Development, Health, Housing, and Legal Services.

The Top Essential Skills the right-fit candidate must bring are:

Extensive experience and success as a modern, Strategic Human Resources Partner. We kindly ask that all applicants demonstrate verifiable success in proactively anticipating, planning, and strategically providing solutions to all aspects of a future-focused, accountable Human Resources department. A phenomenally powerful, positive and effective communicator. If you are truly renowned as a poised, trust-building, positive relationship development expert, please apply for this role. As a Vice President of Human Resources, you will lead the charge for change management of new human resources initiatives. Our employees need you to be exceptional when communicating on all topics and programs relevant to Human Resources. Be the champion of our Core Values-driven culture. This position bears the highest level of responsibility to be an unwavering, indefatigable role model of our Core Values. All eyes will be on you, every moment, to exude and emulate your commitment to safety, efficiency, integrity, consistency, teamwork, dignity and respect.

Essential Duties:

- In support of CAMBA's Strategic Plan, plan, develop, organize, implement, direct and evaluate the organization's human resource function and performance
- Lead the Change Management Process in implementing programs and initiatives in support of Human Resources Strategic Plan
- Develop appropriate policies and programs for effective management of the people resources of the organization
- Enhances, develops, implements and/or enforces HR policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the organization
- Competence and confidence to manage a complex HR department with 3-5 direct reports and potentially 15-20 employees within your reporting structure

**Experience/Requirements**

- 15 or more years as an Executive Human Resources Professional
- Experience working in a large complex organization
- Verifiable experiences and references to affirm you undoubtedly possess the Top Essential Skills
- BA/BS required; Masters preferred

Much more additional information will be released to right-fit candidates.

Extensive access to interview us, and to explore this position, will be granted to final candidates. We want you to interview us right back so that we can be completely confident that we are the right-fit for one another.

When applying, please send resume and cover letter to [SubmitResumes@CAMBA.org](mailto:SubmitResumes@CAMBA.org).

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

**Posted:** 11/26/2018 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Email:

**Position:** Fiscal Analyst 5

**Job Location:** Manhattan

**Job Description**

Our mission at the Center for Urban Community Services (CUCS) is to rebuild the lives of homeless and disadvantaged individuals and families. CUCS excels at developing affordable housing and providing integrated programs that link housing, health and social services for New York's most vulnerable people. Our housing and services help people to exit homelessness, rise from poverty, regain health and wellness, and rebuild their lives. We are seeking a Budget Manager to assist with the overall management of CUCS' annual operating budget.

Description

Responsibilities include working directly with the Director of Budget and Contracts, senior staff and program directors to establish internal annual expense and revenue budgets. This person will have to allocate various internal budgets to the individual funding sources associated with each program site. They will also need to perform financial analyses, monitor and forecast expenditures vs. budget, analyze variances and modify internal and external budgets when necessary.

The Budget Manager works closely with the staff in the Accounting and Payroll Departments to input and maintain accurate budget information in CUCS' accounting software program and create monthly reports for monitoring purposes for each site's Program Director. This person will support the staff in the Accounting, Payroll and Human Resources Departments with budget issues as necessary, including assistance with monthly site reports, preparation of audit schedules, journal entries and reconciliations.

The position requires good decision making skills, an ability to identify and solve problems, perform analyses using database and spreadsheet software and communicate effectively with various staff throughout the organization. The position requires the ability to effectively handle multiple projects concurrently, successfully manage competing priorities and maintain a flexible attitude and approach towards assignments.

**Experience/Requirements**

- Bachelors Degree in Accounting, Business Administration, Finance or related field
- Minimum of two years of direct experience in the areas of accounting, budgeting or finance
- Knowledge of not-for-profit accounting is preferred
- Demonstrated skill in and experience with automated payroll and accounting software as well as database and spreadsheet software
- Demonstrated analytic and problem solving skills and experience
- Good communication and writing skills

Please be advised that you must upload your cover letter and resume in one document. Applicants will only be considered for positions they apply for. CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Licensed Practical Nurse**Job Location:** Bronx**Posted:** 12/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

A leader in community primary and mental health care, Janian Medical Care, P.C., is an award winning practice, partnering with community-based programs serving homeless and formerly homeless people in New York City. Through our partnerships, Janian Medical Care P.C. serves more than 2,500 men and women each year. Janian is seeking a full-time licensed practical nurses (LPN) to provide for its affiliate, The Center for Urban Community Services' Delta Manor Shelter, located near the Parkchester area of the Bronx. CUCS is a leading housing placement program in NYC serving mentally ill, homeless individuals. The Delta Manor serves 102 homeless men who have psychiatric disabilities. Operating 7 days a week, the shelter offers 24 hour staffing including security and houses a full medical suite and offices for the on-site medical and social service teams. The shelter is readily accessible by bus and subway. The primary goal of on-site services is permanent housing placement for program participants into housing that meets their needs and abilities.

The Licensed Practical Nurse will work in collaboration with both CUCS and Janian Medical staff, which will include a primary care provider, psychiatrist, medical assistant, and social workers. Program services include: housing placement, comprehensive health, mental health, and case management services. Scheduled hours will be Monday through Friday from 12pm-8pm, with some flexibility.

Requirements: NYS LPN license required; at least one year experience with mentally ill population preferred. Excellent verbal and written communication skills, close attention to detail and computer literacy required. Bilingual English/Spanish preferred, but not required.

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.

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

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

**Experience/Requirements**

Under the supervision of a physician, nurse practitioner or registered nurse, LPN responsibilities include but are not limited to:

Assistance with Self Administration of Medication; includes the ordering, storage and documentation of medications as per agency policy and training. The LPN has a management and leadership role in this process.

Upon orders from a Janian Medical Care provider, or in some cases a non-Janian provider, the LPN will:

Provide nursing care

Observe, measure, record and report clinical data relating to patient health status

Administer injections, such as: Long Acting Injectable (LAI) medications, Tuberculin Skin Test (TST) implantations, or vaccines.

Provide healthcare teaching and support as well as personal hygiene assistance/counseling to clients

Escorting and chaperoning patients to healthcare appointments

Communication with physicians and other providers to coordinate care and obtain information, reports and notes. Compilation of patient health information.

Maintenance of medical office including care and maintenance of medical equipment and maintenance of inventory of medical supplies

Participating in staff meetings and other case conferencing meetings as requested.

Integrating nursing work with program's social service staff, physicians and other nursing staff

We offer a competitive salary and an excellent benefit package. Our staff enjoys a supportive, collaborative work environment with expert supervision that encourages clinical excellence.

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** LPN (Evening Shift)**Job Location:** Bronx**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

A leader in community primary and mental health care, Janian Medical Care, P.C., is an award winning practice, partnering with community-based programs serving homeless and formerly homeless people in New York City. Through our partnerships, Janian Medical Care P.C. serves more than 2,500 men and women each year. Janian is seeking a full-time licensed practical nurses (LPN) to provide for its affiliate, The Center for Urban Community Services' Delta Manor Shelter, located near the Parkchester area of the Bronx. CUCS is a leading housing placement program in NYC serving mentally ill, homeless individuals. The Delta Manor serves 102 homeless men who have psychiatric disabilities. Operating 7 days a week, the shelter offers 24 hour staffing including security and houses a full medical suite and offices for the on-site medical and social service teams. The shelter is readily accessible by bus and subway. The primary goal of on-site services is permanent housing placement for program participants into housing that meets their needs and abilities.

The Licensed Practical Nurse will work in collaboration with both CUCS and Janian Medical staff, which will include a primary care provider, psychiatrist, medical assistant, and social workers. Program services include: housing placement, comprehensive health, mental health, and case management services. Scheduled hours will be Monday through Friday from 12pm-8pm, with some flexibility. Responsibilities: Under the supervision of a physician, nurse practitioner or registered nurse, LPN responsibilities include but are not limited to:

Assistance with Self Administration of Medication; includes the ordering, storage and documentation of medications as per agency policy and training. The LPN has a management and leadership role in this process.

Upon orders from a Janian Medical Care provider, or in some cases a non-Janian provider, the LPN will:

Provide nursing care

Observe, measure, record and report clinical data relating to patient health status

Administer injections, such as: Long Acting Injectable (LAI) medications, Tuberculin Skin Test (TST) implantations, or vaccines.

Provide healthcare teaching and support as well as personal hygiene assistance/counseling to clients

Escorting and chaperoning patients to healthcare appointments

Communication with physicians and other providers to coordinate care and obtain information, reports and notes. Compilation of patient health information.

Maintenance of medical office including care and maintenance of medical equipment and maintenance of inventory of medical supplies

Participating in staff meetings and other case conferencing meetings as requested.

Integrating nursing work with program's social service staff, physicians and other nursing staff

We offer a competitive salary and an excellent benefit package. Our staff enjoys a supportive, collaborative work environment with expert supervision that encourages clinical excellence.

**Experience/Requirements**

NYS LPN license required; at least one year experience with mentally ill population preferred. Excellent verbal and written communication skills, close attention to detail and computer literacy required. Bilingual English/Spanish preferred, but not required.

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.

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

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** LPN ACT Team Part Time**Job Location:** Bronx**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a part time (21 hours a week) Licensed Practical Nurse (LPN) at CUCS' Assertive Community Treatment (ACT) team located in the North East Bronx. This position receives benefits.

The CUCS Assertive Community Treatment Team serves individuals diagnosed with severe and persistent mental illness whose needs have not been met by traditional clinic based services. The ACT team provides comprehensive mental health and social service support, helps to obtain and maintain housing, works with individuals to return to a full and satisfying life in the community, and assists with an eventual transition to less intensive services in the community. ACT services are delivered by a multi-disciplinary, mobile, professional team that utilizes a harm reduction approach and assumes total responsibility for case management, rehabilitation, psychiatric and substance use services. The ACT team provides at least 80% of its services in the community, primarily through home visits. The program serves clients living in the Bronx and Manhattan.

The Licensed Practical Nurse carries a small caseload with full case management responsibilities, assist the RN with Health Assessments, medication management and provide injections, monitor client vitals, blood sugars and other medical conditions, act as liaison to medical providers and provide back-up to clients with medical conditions.

**Experience/Requirements**

LPN license

Valid NYS driver's license

Experience with mentally ill population preferred

Excellent verbal and written communication skills

Computer literacy

Bilingual English/Spanish preferred, but not required.

We offer a competitive salary and an excellent benefit package. Our staff enjoys a supportive, collaborative work environment with expert supervision that encourages clinical excellence.

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

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



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

**Posted:** 11/26/2018  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The CUCS Assertive Community Treatment Team serves individuals diagnosed with severe and persistent mental illness whose needs have not been met by traditional clinic based services. The ACT team provides comprehensive mental health and social service support, helps to obtain and maintain housing, works with individuals to return to a full and satisfying life in the community, and assists with an eventual transition to less intensive services in the community. ACT services are delivered by a multi-disciplinary, mobile, professional team that utilizes a harm reduction approach and assumes total responsibility for case management, rehabilitation, psychiatric and substance use services. The ACT team provides at least 80% of its services in the community, primarily through home visits. The program is located in the North-East Bronx and serves clients living in the Bronx and upper Manhattan.

The RN works as an integral member of the ACT team to help clients function as well as possible, participating in case conferences, assisting in responding to crises, and supporting clients in connecting to outside medical services and specialty care. This position involves mostly field work as well as some clinic-based work.

The responsibilities of the RN on the ACT team are:

- Maintain a medication system and coordinate with pharmacies.
- Monitor and administer medication as prescribed, including intramuscular injections of psychiatric medication.
- Provide health assessments.
- Perform phlebotomy.
- Provide treatment under a physician's orders.
- Supervise staff.
- Possibility of carrying a small caseload of clients with health-related problem.
- Routine monitoring of vitals and blood sugar.
- Participate as member of site management team.
- Take on-call shifts as assigned by program director.

**Experience/Requirements**

- Licensed in New York State as Registered Nurse (RN)
- Associate's degree required, bachelor's degree preferred
- Valid New York State driver's license required
- Clinical care experience with populations served by program: mental health or community nursing preferred.
- Computer literacy required.
- Bilingual English/Spanish preferred.

Please be advised that you must upload your cover letter and resume in one document. Applicants will only be considered for positions they apply for.  
 CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

**Agency:** Community Access -- SSA  
**Site:** Community Access -- SSA  
**Position:** Assistant Program Director  
**Job Location:** Unknown

**Posted:** 1/7/2019  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

HR Dept.  
 Email:

**Job Description**

Community Access, Inc. (CA), founded in 1974, is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy and healing-focused services. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1000 units of supportive housing in three boroughs

**Position Overview**

The Assistant Program Director in conjunction with the Program Director provides supervisory oversight to the supportive housing program, including staff development, program leadership, service provision, contract management, and facility management. The Assistant Program Director ensures that services are provided within the scope of the agency's mission and values, and are consistent with the needs and desires of individual participants. Additional tasks include ensuring that the program meets funder and agency standards for program census, staff recruitment, staff supervision, record keeping, establishing and maintaining an environment for tenants and staff that is consistent with agency values, collaborating with other departments and programs, developing and maintaining relationships with community members and organizations, and serving as back-up in the Program Director's absence.

**Experience/Requirements**

Qualified candidates must have a commitment to recovery oriented practice; a Bachelor's Degree in related field preferred – work experience within field may be substituted for degree; minimum of three (3) years working in supportive housing with people who have a history of homelessness/substance use/psychiatric diagnosis, etc, preferred; previous supervisory experience, preferred; must be fingerprinted and cleared by the NYS Justice Center; knowledge of psychiatric disabilities and of substance use; commitment to recovery oriented practice; excellent attention to detail; ability to utilize various computer programs, specifically Microsoft Word and Excel; creativity and flexibility.

Bilingual Spanish-speaking candidates are strongly encouraged to apply

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

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

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

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

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Behavioral Health Spclst IMT**Job Location:** Bronx**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

The IMT Behavioral Health Specialist is an integral part of a multi-disciplinary team of mental health clinicians. The Specialist is a team member responsible for engaging participants through harm reduction strategies including motivational interviewing and stage-wise interventions that target an individual's readiness for change. The Behavioral Health Specialist is a resource to other team members in issues related to mental health and co-occurring substance use.

**Program Overview:**

Intensive Mobile Treatment (IMT) is a mobile practice model designed to provide treatment, rehabilitation and support services to individuals living with a serious mental health condition and whose needs have not been effectively met by traditional mental health services.

**Essential Job Functions****Behavioral Health Specialist-related:**

- Screen and assess (including for risk) participants, families and/or significant others involved with the participant to develop a person-centered treatment plan.

- Screen and assess participants for the treatment of co-occurring substance use disorders.

- Advocate and liaise for participants within the criminal justice and shelter system.

- Provide or connect participants with employment counseling, vocational rehabilitation, completion of housing applications and placement, and provision of life skills training.

- Provide individual counseling that includes principles of Integrated Dual Disorder Treatment as appropriate.

- Identify participant treatment and support service needs and associated service plan objectives based on participant goals assessment results, including risk associated with harmful behaviors.

- Function as resource on behavioral health services and substance use and guide team in clinical meetings on these issues.

- Provide harm reduction services, integrated substance use treatment and relapse prevention.

**Comprehensive IMT services-related:**

- Assess and provide services to participants to address health and wellness, housing, income support, education, vocational training, employment and social supports.

- Complete required assessments and evaluations as needed on a rotating schedule.

- Provide IMT treatment services including: service planning and coordination; problem solving; support with obtaining housing; developing social connections; strengthening family and other relationships; developing independent living skills and obtaining necessary resources; accessing education and training; employment supports (job search, placement and support); entitlement and financial management; empowerment and self-help; wellness self-management with a focus on the development of coping skills; support with medications; and weekly groups.

- Use motivational interviewing, recovery and trauma-informed approaches when delivering services.

- Collaboration with participants, families and natural supports, shelter, jail and community partners to promote attainment of treatment and recovery goals.

- Coordinate discharge in collaboration with jail/prison or inpatient and ER staff when participants have involvement.

- Complete thorough, timely and accurate documentation of all contacts

- Provide 24-hour crisis intervention services on rotating basis.

**Experience/Requirements**

- Have an understanding, appreciation, commitment to the philosophy and mission of Community Access

- Commitment to person-centered treatment strategies, upholding participants' rights, and self-determination in service provision.

- Minimum of Bachelor's Degree in Social Work, Psychology, Mental Health Counseling, Criminal Justice or other Health and Human Services related field; LMSW preferred

- Minimum of two (2) years' experience working with individuals with a mental health condition with co-occurring substance use disorder.

- Available to work a flexible schedule, mornings, evenings and weekends in response to participant needs.

- Computer proficiency in Windows operating systems and programs, such as MS Word, Excel, PowerPoint, as well as comfort with learning new electronic systems.

- Bilingual Spanish-speaking, preferred.

- Must be fingerprinted and cleared by the New York State Justice Center.

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Program Director**Job Location:** Bronx**Posted:** 1/7/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

Community Access, Inc. (CA), founded in 1974, is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy and healing-focused services. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1000 units of supportive housing in three boroughs

Shift Type: Full Time(40 hour/ week )

Salary : Annualized salary for this role is low to mid 70s

Location : Bronx

**Position Overview**

The Program Director oversees the provision of supportive housing to tenants. This includes responsibility for the general welfare of tenants and assuring that services are provided to tenants within the limits of the program's mission and consistent with the needs and desires of individual tenants. Specific tasks toward these ends are assuring that the program meets funders' and the agency's standards for program census, service delivery, staffing, and record keeping; establishing and maintaining an environment for tenants and staff that is consistent with agency values; monitoring the maintenance of the physical plant; supervising program and front desk staff; collaborating with other departments; and developing and maintaining relationships with community members and organizations.

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Bachelor's Degree in related field preferred - work experience within field may be substituted for degree.
- Minimum of three years working in supportive housing with people who have a history of homelessness/substance abuse/psychiatric diagnosis, etc, preferred.
- Previous supervisory experience.
- Must be fingerprinted and cleared by the Office of Mental Health (OMH).
- Knowledge of psychiatric disabilities and of substance abuse.
- Commitment to recovery oriented practice.
- Skill in articulating program goals.
- Capacity to monitor details of program operation.
- Excellent oral and written communication skills.
- Strong organizational skills.
- Demonstrated leadership skills and ability to work as part of a team.
- Ability to utilize various computer programs, specifically Microsoft Word and Excel.
- Be creative and flexible.
- Show initiative and be responsible for follow through.
- Ability to maintain confidential information, as related to position.
- Skilled in conflict mediation/negotiation and have an assertive approach to problem solving.

Bilingual Spanish-speaking candidates are strongly encouraged to apply

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Registered Nurse - IMT**Job Location:** Bronx**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

The Registered Nurse (RN) functions as a primary practitioner who assesses and monitors IMT participants' clinical health and response to treatment. The nursing approach of assessment, planning, intervention, implementation and evaluation is used to assist individuals in their achievement of mental health, rehabilitation and recovery goals.

**Program Overview**

Intensive Mobile Treatment (IMT) is a mobile practice model designed to provide treatment, rehabilitation and support services to individuals living with a serious mental health condition and whose needs have not been effectively met by traditional mental health services.

**Essential Job Functions**

Develop, implement and maintain tial Job Functions

IMT program nursing standards.

Guide the development of policies and procedures and identification of resources essential to delivery of nursing services.

Conduct psychiatric, physical health and other assessments with a special focus on conducting assessments and evaluations with individuals using substances or experiencing street homelessness.

Develop, or consult and coordinate with team to develop, plans to address participant health needs.

Monitor and modify treatment plans as indicated by participant responses and conditions.

Use online databases and portals e.g. PSYCKES, Healthix, MAPP, and others to support assessment and treatment planning.

Order, interpret and evaluate medical diagnostic tests to identify and assess participant conditions.

Provide management and administration of medication in conjunction with the psychiatrist.

Provide a range of treatment, rehabilitation, and support services.

Utilize motivational interviewing techniques and a trauma informed approach when delivering individual and group based health services.

Administer IM's and vaccines, plants and reads PPD's, and performs phlebotomy as per orders

Monitor vital signs and side effects of medications and reports findings to Team

Collaborate with psychiatrist and other medical personnel to schedule appointments and coordinate care.

Make referrals to community physicians and work jointly with hospital and institutional staff.

Intervene and advocate on participant's behalf with, for example, collaterals, agencies, facilities and family members; assist with problem solving to help participant access needed supports.

Provide consultation to IMT team regarding participant medical issues; serves as a resource to the team on medical concerns.

Maintains accurate, detailed reports and records including required documentation, progress notes and health related data, in AWARDS.

Evaluate and establish system for reporting on nursing intervention and expected outcomes.

Attend and participate in supervision, meetings and training sessions as required.

Provide 24-hour crisis intervention services on rotating basis.

**Experience/Requirements**

Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.

Commitment to person-centered treatment strategies, upholding participants' rights, and self-determination in service provision.

Currently licensed as a registered professional nurse by the New York State Education Department.

Minimum two (2) years' experience working as an RN.

Minimum two (2) years' experience working with persons with mental health condition in health or social services setting.

Excellent written, verbal and interpersonal communication skills.

Ability to synthesize and summarize information and make judgments regarding care.

Eligible for full and unconditional participation in the Medicaid and Medicare programs.

Computer proficiency in Windows operating systems and programs, such as MS Word, Excel, PowerPoint, as well as comfort with learning new electronic systems.

Comfort providing treatment in non-traditional settings, including but not limited to the street, community spaces, and shelters.

Bilingual Spanish-speaking, preferred

Must be fingerprinted and cleared by the New York State Justice Center

**Agency:** Praxis Housing Initiatives -- SHA**Site:** Administrative Offices -- SHA**Position:** CASE MANAGER**Job Location:** Unknown**Posted:** 11/12/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Claude Howard

Email:

**Job Description**

Praxis Housing has 8 positions open, 4 are in our Supportive Housing and 2 are in our Transitional Housing.

The salary ranges from \$32,800 to 40,000.

Full-Time -- non exempt

All Resumes need to be emailed to HR@praxishousing.org.

Assist program participants in achieving individual long and short-term goals and objectives. Provide supportive counseling and crisis intervention as required. Assist ADSS with supervision responsibilities.

A)Carry an assigned caseload of 20 clients.

B)Conduct client intakes and assessments.

C)Provide individual counseling to clients within a harm reduction modality.

D)Design and implement individual service plans to assist residents in attaining goals.

E)Maintain regular personal contact with clients; cultivate trusting relationships to monitor physical and emotional capacity for independent living as well as the need for additional services.

F)Arrange for/support home health care, as necessary. Make appropriate referrals to medical, mental health, substance abuse, and/or other services.

G)Help clients to establish and strengthen significant relationships and to reinforce a supportive network.

H)Manage crisis within the residence and intervene appropriately to minimize risk of potential harm to residents, staff, and damage to property. Notify appropriate supervisor and document events on designated forms.

I)Maintain accurate case records, regular progress notes and individual service plan summaries for each client, adhering to company guidelines regarding client confidentiality.

J)Facilitate client support groups focused on activities of daily living.

K)Conduct group counseling sessions focused on the challenges of living with chronic substance abuse and HIV/AIDS.

L)Coordinate group education regarding prevention of transmission of HIV and other diseases.

M)Supervise client activity in the field (e.g. recreation) to ensure their safety, as required.

N)Organize and maintain community resource guide for clients and other staff, including clothing and food pantries, mental health programs, and support groups.

O)Knock on resident's doors to ensure daily contact.

P)Escort clients to linkage appointments on an as-needed basis.

Q)Follow up with clients post-residence to provide support during transitional phase.

R)Participate in case-conference team meetings, staff meetings, and other meetings as requested.

S)Attend all required trainings.

T)Perform other duties, as required by supervisor.

**Experience/Requirements**

Bachelor's degree required, BSW preferred. CASAC a plus.

Relevant experience of two years or more with disenfranchised population.

Commitment to working with population living with HIV/AIDS, mental health and other medical issues, long-term unemployment and incarceration and current substance abuse.

Computer literacy; Microsoft Office Suite preferred.

**Agency:** Praxis Housing Initiatives -- SHA**Site:** Administrative Offices -- SHA**Position:** Substance Abuse Counselor**Job Location:** Manhattan**Posted:** 12/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Claude Howard

Email:

**Job Description**

NOTE: □ Job Descriptions may change at any time. Described jobs may be altered. Restructured or deleted at the discretion of management. All employment at Praxis unless otherwise noted is "at will".

The Substance Abuse Counselor reports to the Program Director, the position is Full-Time, Non-exempt and requires one (1) late night.

The Substance Abuse Counselor (CASAC) provides on-site chemical dependency evaluations, individual and group support and education. S/he will primarily coordinate referrals to detoxification, rehabilitation and other drug treatment modalities. Working knowledge of Harm Reduction Principles and Applications.

Duties:

1.Conduct addition Survey Index assessments on all tenants

2.Conduct Intakes as needed

3.Provide short-term inpatient or outpatient detoxification referrals

4.Provide on -site individuals and group counseling recovery.

5.Provide motivational counseling sessions, referrals to Harm Reduction centers and other holistic treatment modalities.

6.Participate in service plan developments and case conferences.

7.Monitor aftercare recommendations

8.Provide crisis interventions as needed

9.Provide listing and encourage 12 step fellowship attendances in the area.

**Experience/Requirements**

Qualifications:Certified Alcohol Substance Abuse Counselor (NYS OASAS)

Education:CASAC, BSW a plus

Experience:Relevant experience of 3 years or more working with the homeless population diagnosed with HIV/AIDS, Chemical Dependency and Mental Health issues.

Salary:\$40,000

Resumes are to be emailed to HR@praxishousing.org.

**Agency:** Praxis Housing Initiatives -- SHA**Site:** Administrative Offices -- SHA**Position:** Substance Abuse Counselor**Job Location:** Unknown**Posted:** 11/12/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Claude Howard

Email:

**Job Description**

NOTE: Job Descriptions may change at any time. Described jobs may be altered. Restructured or deleted at the discretion of management. All employment at Praxis unless otherwise noted is "at will".

The Substance Abuse Counselor reports to the Program Director, the position is Full-Time, Non-exempt and requires one (1) late night.

The Substance Abuse Counselor (CASAC) provides on-site chemical dependency evaluations, individual and group support and education. S/he will primarily coordinate referrals to detoxification, rehabilitation and other drug treatment modalities. Working knowledge of Harm Reduction Principles and Applications.

**Duties:**

1. Conduct addition Survey Index assessments on all tenants
2. Conduct Intakes as needed
3. Provide short-term inpatient or outpatient detoxification referrals
4. Provide on-site individuals and group counseling recovery.
5. Provide motivational counseling sessions, referrals to Harm Reduction centers and other holistic treatment modalities.
6. Participate in service plan developments and case conferences.
7. Monitor aftercare recommendations
8. Provide crisis interventions as needed
9. Provide listing and encourage 12 step fellowship attendances in the area.

**Experience/Requirements**

Certified Alcohol Substance Abuse Counselor (NYS OASAS)

Education: CASAC, BSW a plus

Experience: Relevant experience of 3 years or more working with the homeless population diagnosed with HIV/AIDS, Chemical Dependency and Mental Health issues.

Salary: \$40,000

Resumes are to be emailed to HR@praxishousing.org.

**Agency:** Praxis Housing Initiatives -- SHA**Site:** Administrative Offices -- SHA**Position:** Vocational Counselor**Job Location:** Other**Posted:** 12/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Claude Howard

Email:

**Job Description**

The Vocational Counselor's primary objective is to assist residents in obtaining employment or enrolling in educational / training programs. This is accomplished by the following activities:

- Perform Life Skill Assessments for all new residents to evaluate basic needs that may interfere with housing and / or employment opportunities. Re-Assess residents every ninety days to determine progress and needs.
- Recruit residents to participate in the Workforce Development Program and maintain a caseload of at least thirty percent of the buildings occupancy
- Evaluate residents' employment and educational history, job readiness and motivation
- Collaboratively create goals that targets a resident's interest in employment, educational and life skill domains
- Provide four workshops a week targeting job readiness, life skills and issues surrounding criminal histories to overcome barriers to housing and employment
- Supportive individual counseling and referrals to community resources on a weekly basis
- Enhance job readiness by creating resumes and cover letters, teaching basic computer skills, practicing interview techniques, and coaching how to search for employment and complete applications
- Retention services for resident to maintain his / her employment or enrollment in an educational/training setting
- Oversee transitional employment program where residents work for a stipend on-site under direct supervision and guidance to increase opportunities for employment upon completion
- Outreach residents as needed to maintain compliance and participate in services
- Participate in individual supervision, team meetings and case conferences
- Document all interactions with clients in database on a weekly basis and complete reports as requested by director
- Participate in program development and perform other duties as assigned by director
- Maintain confidentiality and HIPAA standards

**Experience/Requirements****Required:**

- Bachelors degree
- Microsoft Office proficiency (Outlook / Word / Excel)

**Preferred:**

- Ideal candidates will maintain engagement with residents by having strong skills in empathy, insight, communication, listening, understanding, flexibility and patience
- Ability to write concisely and effectively, with minimal grammar and spelling error, to convey a resident's story through assessments, progress notes and service plan goals
- Organization and time management are key to successfully manage responsibilities

**HOURS AND PAY RATE**

35- hour work week / 9am – 5pm Monday through Friday with one late night from 11am – 7pm

\$21.97 an hour

\*Job description and schedule subject to change

2 – Positions one located on 94th Street on the Upper West Side in NYC and 1 in the Bronx White Plains Road.

Interested candidates please email resume and cover letter to HR@praxishousing.org

**MA-MSW-CSW Required****Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Posted:** 11/26/2018**FT/PT:** FT**Contact Info****Benefits:** Unknown**Hrs/Week:****Position:** ACT Social Worker**Salary:**

Email:

**Pay/Hr:****Job Location:** Bronx**Job Description**

The CUCS Assertive Community Treatment Team serves individuals diagnosed with severe and persistent mental illness whose needs have not been met by traditional clinic based services. The ACT team outreaches and enrolls people into its services, provides comprehensive mental health and social service support, helps to obtain and maintain housing, works with individuals to return to a full and satisfying life in the community, and assists with an eventual transition to less intensive services in the community. ACT services are delivered by a multi-disciplinary, mobile, professional team that utilizes a harm reduction approach and assumes total responsibility for case management, rehabilitation, psychiatric and substance use services. The ACT team provides at least 80% of its services in the community, primarily through home visits. The program is located in the North-East Bronx and serves clients living in the Bronx and Manhattan.

**Description**

Responsibilities: The Social Worker will carry a caseload of 10-12 clients and provide regular follow up, psychotherapy, and case management. Possible group work involved. The Social Worker will also have decision making and service delivery responsibilities including crisis-intervention, medication management and regulatory compliance. The Social Worker will participate and contribute to a program culture that is client-centered, outcome-oriented and dedicated to continuous quality improvement.

In this job, you will be able to work toward your LCSW by obtaining the necessary clinical practice hours and receiving supervision from a Licensed Clinical Social Worker.

**Experience/Requirements**

- MSW required, LMSW preferred
- CUCS requires that all full-time social workers who provide services within the LMSW or LCSW scope of practice to have a license within 6 months from date of hire.
- Recent and upcoming graduates and experienced clinicians encouraged to apply.
- Good verbal and written communication skills
- Computer literacy
- Bilingual English/Spanish preferred, but not required.
- Valid NYS driver's license required.

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

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Posted:** 11/26/2018**FT/PT:** FT**Contact Info****Benefits:** Unknown**Hrs/Week:****Position:** Assistant Program Director**Salary:**

Email:

**Pay/Hr:****Job Location:** Queens**Job Description**

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. We are a diverse team who are hard working, client centered and willing to do whatever it takes to get the job done.

**Description**

The Assistant Program Director is responsible for supporting the Program Director in the overall management of the program and has direct oversight of 6 Benefits Advising staff. The Assistant Program Director acts as a liaison for our three subcontracted service providers, monitoring systems that identify target populations, supporting and evaluating staff performance, and ensuring program goals are met. This position has significant decision-making, supervisory, administrative, program management and service delivery responsibilities; and the Assistant Program Director will be expected to assume Program Director responsibilities in his/her absence. In addition, the Assistant Program Director has regular interaction with NYC Department of Corrections uniformed and civilian staff, as well as other program providers within the jails. The Assistant Program Director must attain a thorough understanding of the programmatic systems and populations served, as well as demonstrate an ability to teach and guide others in the application of good practice. The Assistant Program Director should be able to effectively ensure staff productivity and the achievement of measurable outcomes and recipient satisfaction.

This position requires a thorough understanding of relevant service delivery concepts and structures, and the ability to access and negotiate the full range of services for recipients. It also requires the ability to interface effectively and efficiently with colleagues, stakeholders, and multi-disciplinary personnel to ensure quality of services and program operations. Further, it requires excellent decision-making skills, the ability to work independently while maintain flexibility and maturity to work as part of a cohesive management team, and the ability to identify and facilitate necessary programmatic change.

**Experience/Requirements**

LMSW or equivalent Masters Degree. Minimum 4 years applicable post-Masters experience with related populations including supervisory, administrative, and management experience. Must possess a strong attention to detail, strong writing and verbal communication skills, and advanced computer literacy. Experience with public benefits acquisition and previous re-entry experience strongly preferred. Candidates must be able to pass New York City Department of Corrections clearance process for employment.

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Assistant Program Director**Job Location:** Bronx**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for an Assistant Program Director position at the Lenniger Residences, a 91 unit supportive housing program for low income and formerly homeless individuals and families located in the East Tremont section of the Bronx. The population served includes individuals with histories of substance abuse and mental illness. The program provides training in evidence based practices including Motivational Interviewing, Wellness Self-Management and Behavioral Treatment for Substance Abuse for People with Serious Mental Illness. Services provided include case management, mental health services and person centered service planning.

Description

The Assistant Program Director is responsible for supporting the Program Director in the overall management of the program. This position provides direct supervision to clinical supervisors and/or special services staff. The Assistant Program Director plays a major role in ensuring that clients receive services that meet regulatory and agency standards and that records are kept in compliance with those standards. This position ensures the effective utilization of on-site medical and psychiatric care. The Assistant Program Director position is central to fostering the mission and goals of the agency.

**Experience/Requirements**

The position requires a thorough understanding of relevant service delivery concepts and structures, including strong knowledge and experience with mental health systems, and the ability to access and negotiate the full range of services for recipients. It also requires strong supervisory and administrative skills and the ability to interface effectively and efficiently with colleagues to ensure quality services and program operations.

Experience and Education Required:

- LCSW
- Minimum of 4 years post-masters applicable experience with related populations including supervisory, administrative, and management experience
- Experience working with families
- Strong writing and verbal communication skills
- Computer literacy
- Bilingual Spanish/English is preferred
- Training experience preferred

Please be advised that you must upload your cover letter and resume in one document. Applicants will only be considered for positions they apply for.  
CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Assistant Program Director**Job Location:** Queens**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

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. We are a diverse team who are hard working, client centered and willing to do whatever it takes to get the job done. The Assistant Program Director is responsible for supporting the Program Director in the overall management of the program and has direct oversight of 6 Benefits Advising staff. The Assistant Program Director acts as a liaison for our three subcontracted service providers, monitoring systems that identify target populations, supporting and evaluating staff performance, and ensuring program goals are met. This position has significant decision-making, supervisory, administrative, program management and service delivery responsibilities; and the Assistant Program Director will be expected to assume Program Director responsibilities in his/her absence. In addition, the Assistant Program Director has regular interaction with NYC Department of Corrections uniformed and civilian staff, as well as other program providers within the jails. The Assistant Program Director must attain a thorough understanding of the programmatic systems and populations served, as well as demonstrate an ability to teach and guide others in the application of good practice. The Assistant Program Director should be able to effectively ensure staff productivity and the achievement of measurable outcomes and recipient satisfaction.

This position requires a thorough understanding of relevant service delivery concepts and structures, and the ability to access and negotiate the full range of services for recipients. It also requires the ability to interface effectively and efficiently with colleagues, stakeholders, and multi-disciplinary personnel to ensure quality of services and program operations. Further, it requires excellent decision-making skills, the ability to work independently while maintain flexibility and maturity to work as part of a cohesive management team, and the ability to identify and facilitate necessary programmatic change.

**Experience/Requirements**

LMSW or equivalent Masters Degree. Minimum 4 years applicable post-Masters experience with related populations including supervisory, administrative, and management experience. Must possess a strong attention to detail, strong writing and verbal communication skills, and advanced computer literacy. Experience with public benefits acquisition and previous re-entry experience strongly preferred. Candidates must be able to pass New York City Department of Corrections clearance process for employment.



**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Manhattan**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services(CUCS), a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Per Diem Case Manager position at the CUCS' Harlem Transitional Services(HTS). HTS' Kelly Transitional Living Community provides services to 40 clients. It provides chronically street homeless individuals with mental illness and/or substance abuse assistance in obtaining and maintaining permanent housing. The Housing First/Harm Reduction Model is used to engage people who otherwise may not accept services. A multidisciplinary staff works collaboratively with the residents on their recovery, and housing goals.

The program is temporarily located at the Harlem YMCA at 180 West 135th St. New York, NY.

Description

The Clinical Coordinator is responsible for the supervision and direct oversight of a clinical services housing team. This position has significant decision making, supervisory, administrative, program management and service delivery responsibilities including but not limited to site management, program development, inter-team coordination and contract/policy compliance. This person will be expected to participate in and contribute to a program culture that is client-centered, outcome-oriented and dedicated to continuous quality improvement

**Experience/Requirements**

Experience with related population, supervisory experience, strong written and verbal communication skills and computer literacy. An LMSW plus 2 years post masters is required for External applicants. Internal applicants who have their LMSW and are within 18 months of fulfilling the clinical experience requirement for their LCSW are encouraged to apply as a Clinical Supervisor 1. Please note that a Clinical Supervisor 1 is automatically promoted to Clinical Supervisor 3 upon receipt of their LCSW. Hours: F/T, M-F 9am-5pm. Competitive salary and benefits. Bilingual-Spanish preferred.

Applicants will only be considered for positions they apply for.

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Manhattan**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Brooklyn**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Clinical Supervisor position at The Hegeman. The Hegeman is a permanent supportive housing residence located in Brownsville, Brooklyn, for 160 low income tenants, many of whom have histories of mental illness, homelessness, and substance abuse. The building has a LEED (Leadership in Energy and Environmental Safety Design) silver rating and includes a 24/7 attended lobby, a community garden, a computer room, and a fitness room.

CUCS provides comprehensive on-site social services using a recovery orientation, which include the implementation of evidence based practices such as Supported Employment, Motivational Interviewing, and Wellness Self Management.

Description

The Clinical Supervisor is responsible for ensuring that their supervisees are helping their clients to live fuller, more satisfying lives in the community; helping their team to function well and meet their contractual obligations; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements. The Clinical Supervisor is a part of their program's management team, and is therefore also responsible for helping to ensure that their program provides the best services possible for its clients, is an engaging and rewarding place for staff to work, and has a culture which promotes continuous learning and improvement.

**Experience/Requirements**

LCSW with relevant post-master's experience.

Experience with related population, crisis management, supervisory experience, strong written and verbal communication skills and computer literacy.

Internal applicants who have their LMSW and are within 18 months of fulfilling the clinical experience requirement for their LCSW are encouraged to apply as a Clinical Coordinator 1. Please note that a Clinical Coordinator 1 is automatically promoted to Clinical Coordinator 3 upon receipt of LCSW.

Please be advised that you must upload your cover letter and resume in one document.

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Manhattan**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of

effective housing and service initiatives for homeless people, invites applications for

a Clinical Supervisor at The Times Square, an acclaimed supportive housing

residence which houses 652 tenants.

The Times square is located at 255 West 43rd Street in Manhattan.

Description of Responsibilities:

The Clinical Supervisor is responsible for the supervision and direct oversight of a clinical services team. This position has significant decision-making, supervisory, administrative, program management and service delivery responsibilities including but not limited to, site management, inter-team coordination, contract regulatory/policy compliance, and managed care linkages.

**Experience/Requirements**

LCSW

Strong writing and verbal communication skills

Post-masters direct service experience with populations served by the program preferred

Strong clinical assessment skills

Computer literacy

Strong interpersonal and organizational skills

Sound judgment, good decision making skills, and a high degree of tact and professionalism

Good writing and verbal communication skills

Ability to problem-solve, prioritize, and effectively manage time

Computer literacy

Experience with EPB groups services preferred

Bilingual English/Spanish preferred

\*\*Candidates without an LCSW will be considered if:

LMSW without an LCSW may be accepted if it is determined that the applicant has made significant progress toward the LCSW. In addition to the criteria above, such applicants must have accumulated a minimum of the following:

At least 18 months of eligible LCSW practice time.

At least 1320 of the state-required 2000 hours LCSW practice time

At least 67 of the state-required 100 hours of LCSW supervision.

\*\*\*Please note that within 6 months from completion of 2000 LCSW practice hours including the 3 year minimum practice time, LCSW license will be required.

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Bronx**Posted:** 12/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Clinical Supervisor position at the Sydelle Residence, a 107 unit supportive housing program for low income and formerly homeless families and individuals located in the East Tremont section of the Bronx. The program provides training in evidence based practices including Motivational Interviewing, Wellness Self-Management and Behavioral Treatment for Substance Abuse for People with Serious Mental Illness. Services provided include case management, mental health services and person centered service planning.

The Clinical Supervisor is responsible for the supervision and direct oversight of a clinical services team including 4 case managers and task supervision to two social workers. Each of these four staff members have a caseload of between 18-23 tenants. The Clinical Supervisor position is extremely dynamic and offers significant key decision-making, supervisory, administrative, program management, and service delivery responsibilities including but not limited to: site management, program development, inter-team coordination, and contract regulatory/policy compliance. Each of the supervisees will carry a diverse caseload including those with: Severe and Persistent Mental Illness (SPMI), Homeless history, Substance Abuse, and/or those in need of Low Income housing. The Clinical Supervisor is responsible for implementation and oversight of a new family services model. In order to best serve our clients, CUCS is committed to providing our staff with robust trainings. Staff will be well versed in Evidence Based Practices including but not limited to: Wellness Self Management, Supported Employment, Seeking Safety, BTSAS, and Motivational Interviewing as well as trainings in Psychopharmacology, Clinical Supervision, DSM 5, etc.

**Experience/Requirements**

LMSW and 18 months toward obtaining the LCSW required. With an expectation to obtain the LCSW when eligible.

- Strong writing and verbal communication skills
- Post-masters direct service experience with populations served by the program, including families, preferred
- Strong clinical assessment skills
- Computer literacy
- Strong interpersonal and organizational skills
- Sound judgment, good decision making skills, and a high degree of tact and professionalism
- Good writing and verbal communication skills
- Ability to problem-solve, prioritize, and effectively manage time
- Experience with EPB groups services preferred
- Bilingual English/Spanish preferred

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Manhattan**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Clinical Supervisor will provide administrative support to the IMT program, including supervision of the Peer Specialists, Case Manager, Social worker, and will have an integral role in program development and the creation of a culture that is person-centered, outcome-oriented, and dedicated to continuous quality improvement. The Clinical Supervisor will also provide direct services, including:

- Screening and assessing (including for risk) consumers, families and /or significant others involved with the consumer to develop a person-centered treatment plan.
- Screening and assessing consumers for the treatment of co-occurring substance use disorders including through involvement in an interdisciplinary assessment.
- Advocating and liaising for recipients within the criminal justice and shelter system.
- Assisting program consumers in securing medical care, entitlement and other community supports that promote integrated physical and mental health, safety, wellbeing and recovery.
- Providing or connecting consumers with employment counseling, vocational rehabilitation, completion of housing applications and placement, and provision of life skills training.
- Providing individual counseling that includes principles of Integrated Dual Disorder Treatment as appropriate.
- Provide on-call support on a rotating basis for the 24-hour emergency line.

The position requires a thorough understanding of relevant service delivery concepts and structures, including strong knowledge and experience with mental health systems, and the ability to access and negotiate the full range of services for recipients. It also requires strong supervisory and administrative skills and the ability to interface effectively and efficiently with colleagues to ensure quality services and program operations. Furthermore, it requires good decision-making skills and the ability to identify and facilitate necessary programmatic change. It requires creativity, attention to detail, strong written and verbal communication skills, and computer literacy. The Clinical Supervisor will be responsible for crisis management, clinical intervention, creation of team culture, and supporting the team in the development of advocacy and clinical skills.

**Experience/Requirements**

- LCSW
- Minimum of 4 years post-masters applicable experience with related populations including supervisory, administrative, and management experience
- Strong writing and verbal communication skills
- Computer literacy
- Bilingual Spanish/English is preferred

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Social Worker**Job Location:** Bronx**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for PER DIEM SOCIAL WORKERS 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.

Per Diem Social Worker works on the evening, overnight, and weekend shifts. This position is responsible for ensuring the comfort and well-being of the entire recipient census of a site by carrying out program management activities, providing task supervision to case manager staff, and providing direct clinical services.

The Per Diem Social Worker is expected to actively support and work to accomplish the agency's mission and the program's specific goals and objectives.

Shifts available:

Weekends and Holidays, 7am- 3pm; 3pm-11pm; 11pm – 7am. Occasional weekday 4pm-12am, and 11pm-7am shifts also available.

**Experience/Requirements**

- LMSW
- Good writing and verbal communication skills
- Computer literacy
- Bilingual Spanish/English is preferred
- Supervisory experience preferred.

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Brooklyn**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Career Network, is an innovative program that uses the evidence-based practice of supported employment to help program participants achieve their employment goals.

This position is located at our Downtown Brooklyn/Boreum Hill location.

We provide services to both CUCS's supported housing programs and to individuals with special needs living in the community at large. We work with individuals with various special needs including a history of severe and persistent mental illness, HIV/AIDS and/or a history of homelessness. Our services are person-centered, using a strengths-based, harm reduction model. We work collaboratively as a team of social workers to develop clinical and workforce development interventions to help our participants thrive as they try out challenges in the world of work. The program seeks to assist participants in their recovery path with the goal of assisting them toward living a full and satisfying life in the community.

The social worker position provides a full range of employment services to individuals and adjusts interventions as needed based on the social worker's assessment of participant needs. Direct services experience with population served by the program is preferred as this position is responsible for direct oversight of a caseload.

Clinical supervision offered for this position can be applied toward LCSW licensure or licensure as a Mental Health Counselor.

**Experience/Requirements**

- MSW required, LMSW preferred or a Masters degree in Mental Health Counseling.
- CUCS requires that all full-time social workers who provide services within the LMSW or LCSW scope of practice to have a license within 6 months from date of hire.
- Recent and upcoming graduates and experienced clinicians encouraged to apply.
- Relevant experience working with people diagnosed with severe and persistent mental illness preferred.
- Must have excellent outreach, assessment, written and verbal communication skills.
- Must be able to work effectively as a team.
- Bi-Lingual English/Spanish preferred.
- Computer literacy.
- Knowledge of entitlements a plus.

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Manhattan**Posted:** 11/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Career Network, is an innovative program that uses the evidence-based practice of supported employment to help program participants achieve their employment goals.

This position is located at our Midtown Manhattan Site.

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Computer literacy.

Knowledge of entitlements a plus.

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Brooklyn**Posted:** 12/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services (CUCS) seeks a Social Worker for its Prospect Place shelter for homeless, mentally ill women. Prospect Place is a 90 bed recovery oriented housing placement program located at 174 Prospect Place in Brooklyn, NY. Program services include: housing placement, comprehensive health, mental health, and case management services. Prospect Place operates 7 days per week with 24 hour clinical and security staff. The program is readily accessible by public transportation.

The Social Worker is responsible for working with an assigned group of clients to help them live full and satisfying lives in the community; helping their team and program to function well and meet their contractual obligations; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements. Services that the social worker will be expected to provide include, but are not limited to, supportive counseling, outreach, written assessments, case management, advocacy, and crisis intervention. The Social Worker works closely with the onsite medical Primary Care Provider. The Social Worker is expected to understand and support the management activities that ensure the good functioning of the team and the program as a whole. They are also expected to provide oversight and support to their team in the absence of the Team's Clinical Supervisor. The Social Worker will receive weekly clinical supervision that meets the requirements for LCSW hours, as defined by the state of NY, and have access to all CUCS in-service and community trainings.

In this job, you will be able to work toward your LCSW by obtaining the necessary clinical practice hours and receiving supervision from a Licensed Clinical Social Worker

**Experience/Requirements**

MSW, LMSW preferred

Related experience working with mentally ill or homeless individuals is strongly preferred

Ability to work as part of an interdisciplinary and multicultural team

Good verbal and written communication skills

Computer literacy

Bilingual Spanish/English preferred

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**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** ACT Criminal Justice Splclst**Job Location:** Bronx**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

The Criminal Justice Specialist is responsible for providing information and technical assistance about New York City and State criminal justice programs and processes with a focus on the involvement of individuals living with serious mental illness. The Criminal Justice Specialist is also responsible for leading activities related to the coordination of communication between criminal justice personnel and the ACT team in order to promote participants' successful reentry from incarceration, completion of community supervision mandates including AOT orders, and continuity of care in the event of detention or incarceration. The Criminal Justice Specialist works as part of a multi-disciplinary team providing the full range of comprehensive ACT services to assist participants in achieving their recovery, rehabilitation and treatment goals. The Criminal Justice Specialist works with participants with a wide range of risk factors and who may be engaging in a variety of harmful behaviors. Using evidence-based cognitive behavioral interventions and risk-responsive strategies, the Criminal Justice Specialist supports participants to reduce criminal justice system recidivism, engage in goal-oriented behaviors and actively participate in essential mental health and integrated substance abuse treatment offered by the ACT team.

Salary : 40000 - 50000

Hour Shift : 40 Hour/ week

Location : 3251 Third Avenue, Bronx

Core Principles

The job responsibilities of all staff extend to understanding and incorporating certain principles into their work and into their relationships with program participants. These principles are:

Program participants' right to self determination;

Respectful communication;

Services that support recovery and healing consistent with and nurturing each participant's cultural background, experience, identity, and values.

Clear professional boundaries to support the limits and possibilities of services.

**ESSENTIAL JOB FUNCTIONS**

Evaluate participant risk levels for criminal justice involvement and develop cognitive-behavioral intervention strategies and treatment recommendations to address identified needs and risk factors

Document and submit any required parole, probation or AOT reports and provide escorts to hearings and appointments in order to ensure participants understand their rights throughout legal proceedings

Visit participants during detention periods and coordinate their safe and successful reentry to the community

With the participant's permission, actively engage and involve family members of choice, housing providers, legal aid representatives and other providers in service provision and planning

**Comprehensive ACT service activities**

Assess and provide services to participants to address health and wellness, housing, income support, education, vocational training, employment and social supports.

Complete initial comprehensive recovery-oriented service plan and 6-month plan review incorporating participant and relevant others' feedback.

Provide ACT treatment services including: service planning and coordination; problem solving; support with obtaining housing; developing social connections; strengthening family and other relationships; developing independent living skills and obtaining necessary resources; accessing and accessing education and training; employment supports (job search, placement and support); entitlement and financial management; empowerment and self-help; wellness self-management with a focus on the development of coping skills; support with medications; and weekly groups.

Use motivational interviewing, recovery and trauma-informed approaches when delivering services.

Complete crisis intervention and relapse prevention plans.

Collaborative with participants, families and natural supports, shelter and community partners to promote attainment of treatment and recovery goals.

Coordinate discharge in collaboration with inpatient and ER staff when participants have involvement.

Complete thorough, timely and accurate documentation and adequate authorization records consistent with billing, regulatory, policy and contractual requirements.

Complete expected minimum monthly treatment contacts of which 80% occur in the community.

Provide 24-hour crisis intervention on-call services on rotating basis.

All other duties as assigned

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**Experience/Requirements**

Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.

Commitment to person-centered treatment strategies, upholding participants' rights, and self-determination in service provision.

A Master's degree in Social Work, Mental Health Counseling, Public Health, Law, or similar field

A minimum of two (2) years of working with people with mental health disorders with the objective of assisting them with navigating the legal system

Knowledge of New York City and/or New York State criminal justice system and alternatives to incarceration programs

Knowledge of laws and legal rights for individuals with sex offender status preferred

Excellent oral, writing, and listening skills.

Available to work a flexible schedule, mornings, evenings and weekends in response to participant needs.

Computer proficiency, Microsoft Word, Excel. Comfort with learning new systems and paperless record keeping.

Bilingual Spanish-speaking strongly preferred

Must be fingerprinted and cleared by the New York State Justice Center

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Behavioral Health Spclst**Job Location:** Bronx**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

The Behavioral Health Specialist is an integral part of the multi-disciplinary Pathway Home at Community Access team. The role involves group and individual work to facilitate the transition of individuals from inpatient settings to the community by addressing their preparatory needs in the early stages of discharge planning and facilitating the development of skills and coping mechanisms, and connections to services and supports that forward personally meaningful and health-promoting goals. Under the direction of the Program Director, the Behavioral Health Specialist is a resource to other team members on issues related to mental health, substance use and other clinical concerns.

**Essential Job Functions**

- Utilize a recovery-oriented, trauma-informed and harm reduction approach that promotes person-centeredness and self-determination.
- Provide ongoing assessment and services to participants to address health and wellness, housing, income support, education, vocational training, employment and social supports.
- Conduct informed and comprehensive psychosocial assessments to determine medical, psychiatric, housing and other social needs in the community, incorporating relevant historical and collateral information.
- Provide direct individual and group services including: service planning and coordination; support with obtaining housing; developing social connections; strengthening family and other natural supports; family conferences and psycho-education to support network members; developing living skills and obtaining necessary resources; entitlement and financial management; empowerment and self-help; wellness self-management with a focus on developing coping skills; short-term counseling; safety planning; travel training; and support with medications.
- Engage participants during inpatient stay, collaborating in transition planning and needs assessment of community-transition supports.
- Establish collaborative working relationships with inpatient treatment teams, community providers, managed care plans and other partners when planning for discharge.
- Monitor discharge plans pre- and post-transition.
- Participate in the development and implementation of a short-term person centered plan and modify plan according to needs and preferences.
- Foster and maintain cooperative and collaborative relationships with community providers and network members to facilitate connections or re-connections to services and supports.
- Assess and follow-through with housing needs; complete HRA 2010e, assist with housing applications, interview preparation, move in, resource acquisition, communication with providers, and clinical needs to retain housing.
- Accompany participants to initial behavioral health and medical appointments when available.
- Timely and accurate monitoring, evaluation and documentation of participant information in AWARDS and GSI.
- Provide 24 hour crisis intervention services on a rotating basis, including referrals to respite and other resources.
- Attend and participate in supervision, team meetings and training as needed.

This position requires travel throughout the five boroughs of New York City.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Commitment to person-centered treatment strategies, upholding participants' rights, and self-determination in service provision.
- Master's degree or higher in Social Work, Mental Health Counseling, Nursing, or Psychology required.
- A minimum of 2 years' work experience with individuals with mental health concerns and other co-occurring conditions and experiences.
- Knowledge of NYC behavioral health, health home and community support programs and systems.
- Practice experience in harm reduction, person-centered, recovery and trauma-informed approaches.
- Effective team worker.
- Knowledge of crisis management techniques.
- Experience with group work. ? Excellent written, verbal and computational skills.
- Ability to work with stakeholders who may have competing or divergent priorities.
- Available to work a flexible schedule, mornings, evenings and weekends in response to participant needs.
- Computer proficiency in Microsoft applications such as MS Word, Excel, PowerPoint.
- Bilingual Spanish-speaking, preferred.
- Must be fingerprinted and cleared by the New York State Justice Center.

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Care Coordination Manager**Job Location:** Bronx**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

The Interim Care Coordination Program Manager has overall responsibility for the coordination and delivery of agency care coordination services. The position entails program oversight inclusive of staff supervision, quality assurance, ensuring documentation and reporting compliance, serving as liaison to lead Health Home, monitoring claims and revenue flow, and general program administration.

Salary:\$75k

**Essential Job Functions**

- Guide the day-to-day Operation of Ca's Care Coordination Program
- Assist oversight of compliance and consistent administration of Program's Policies, procedures and guidelines alongside the Community Health Director
- Serve as an agency resource person, educator and decision maker for care coordination activities.
- Assign new cases to Care Coordinator(s) per program guidelines, and ensure that the team's service performance, including outreach, engagement and enrollment meet the agency and the Health Home and MCOs' expectations. Ensure that documentation and reporting adheres to - agency policies, Health Homes, and relevant regulatory, accreditation and contract requirements and standards.
- Facilitate intra- and inter-agency communication and collaboration to promote personal recovery, achieve the highest standards of clinical excellence and the most efficient delivery of care for participants.
- Provide supervision to staff so that agency and program goals are communicated effectively, job performance is continuously evaluated and appropriate training is identified and provided.
- Review complex program and participant issues with staff and supervisor, utilizing opportunities for education and program refinement.
- Maintain data, statistics and other information and reports for timely and accurate submission.
- Audit records and complete other quality assurance activities as directed
- Prepare monthly report for the Community Health Director or designee, outlining care management activities, including actual vs. expected performance, potential problem areas and opportunities for improvement.
- Involvement in recruitment of new staff
- Provide orientation and training to new staff.
- Ensures that all services and assessments are completed according to required timeline, and entered in to secure maximum billing allowed.
- Liaise with Health Home(s) and other external partners.
- Attend and participate in supervision, meetings and training sessions, as required.
- Provide coverage as necessary, including for non-assigned program participants, on holidays, evening and weekends.
- Maintain caseload of approximately 20 participants
- Perform other duties as assigned.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Master's Degree in related field with 3 years related experience including staff supervision.
- Must be fingerprinted and cleared by the New York State Justice Center.
- Commitment to recovery oriented practice.
- Be skilled in conflict mediation/negotiation and have an assertive approach to problem solving.
- Responsive to change: opens to new ideas; adapts to changing needs, transitions and situations; willingness to modify pursue different approaches to achieve positive outcomes.
- Experience in collaborative interdisciplinary planning processes.
- Knowledge of mental health, serious medical conditions, HIV/AIDS, substance use and homelessness? Knowledge of Medicaid, Social Security and other entitlements, preferred.
- Demonstrated competence in written, verbal and computational skills to present and document records in accordance with program standards.
- Ability to utilize various computer programs, specifically Microsoft Word and Excel.
- Experience working with electronic health records.
- Be creative and flexible.
- Show initiative and be responsible for follow through.
- Willingness to work in the field and travel by public transportation.
- Ability to maintain confidential information, as related to position
- Ability to work independent and as a part of team
- Ability to walk up several flights of stairs.



**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Dir. Of Bronx Mobile Teams**Job Location:** Bronx**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

The Director of the Bronx Mobile Teams acts in a direct administrative supervisory role for the IMT Team Leader and carry full administrative and clinical oversight of the ACT Team.

**Essential Job Functions**

- Responsible for direct supervision of the IMT Team Leader and of the entire ACT team member activities.
- Develop, implement and maintain programs policies and procedures.
- Ensure the establishment of organizational systems for programmatic and participant information and data.
- Recruit, hire staff
- Oversees training to staff so that agency and programs' goals are communicated effectively, job performance is continuously evaluated and appropriate training is given.

**Act Program:**

- Plan and facilitate team organizational and service planning meetings.
- Provide clinical direction and supervision to team members, working in concert with psychiatrist or PNP.
- Conduct, review and approve comprehensive clinical assessments, service and discharge plans for all participants.
- Review team member documentation to ensure services are person-centered, linked to assessment activities and consistent with agency values.
- Build working relationships with shelter staff, housing providers, DHS/HRA and other entities forwarding the housing goals of participants.
- Collect, analyze and present participant outcome data and evaluation of service effectiveness.
- Ensure on-call service availability, 24/7.
- Ensure authorizations from MCOs are secured according to timelines and regulations.
- Oversee MCO documentation and billing activities, budget management and financial reporting.
- Ensure staffing pattern and staff competencies are consistent with ACT Guidelines.
- Responsible for overall operationalization of ACT services in accordance with NYC OMH regulations.
- Remain current in the latest research and practices around recovery services, co-occurring mental health and substance use matters, mobile treatment team approaches, evidence-based and emerging best practices.
- Attend and participate in supervision, meetings and training sessions as required.
- Develop and maintain cooperative and collaborative relationships with members of participants' networks.
- Assess and provide services to participants to address health and wellness, housing, income support, education, vocational training, employment and social supports.
- Complete service plans and 6-month plan review.
- Provide direct individual and group ACT services including: service planning and coordination; problem solving; support with obtaining housing; developing social connections; strengthening family and other relationships; developing independent living skills and obtaining necessary resources; accessing and accessing education and training; employment supports (job search, placement and support); entitlement and financial management; empowerment and self-help; wellness self-management with a focus on the development of coping skills; support with medications; and weekly groups.

**IMT Program:**

- Provides routine supervision to the IMT Team Leader.
- Shares expertise and provide guidance to the IMT Team Leader in developing outreach resources, maintaining compliance with regulators, and meeting agency's program's goals.
- Establish and maintain communication with City & State regulator agencies.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Commitment to person-centered treatment strategies, upholding participants' rights, and self-determination in service provision.
- A Master's degree or higher in social work, with licensure, clinical (LCSW) preferred; OR a Master's degree in Psychology, Mental Health Counseling or Psychiatric Nursing with the associated licensure or certification.
- Minimum of five (5) years direct clinical experience with adults in a behavioral health setting.
- Knowledge of ACT and ACT/multi-disciplinary mobile team experience, preferred.
- Minimum five (5) years supervisory or management experience.
- Experience developing, implementing and evaluating program and participant goals.
- Experience training, coordinating and evaluating the work of clinical and support staff.
- Available to work a flexible schedule, mornings, evenings and weekends in response to participant needs.
- Computer proficiency
- Bilingual Spanish-speaking, preferred
- Must be fingerprinted and cleared by the New York State Justice Center

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Program Director IMT**Job Location:** Bronx**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

The Program Director provides administration oversight of the IMT Team and serves as a practicing clinician. The IMT Program Director shares responsibility with the team's psychiatrist/Psychiatric Nurse Practitioner for clinical supervision of all team members and clinical treatment of all participants.

**Program Overview:**

Intensive Mobile Treatment (IMT) is a mobile practice model designed to provide treatment, rehabilitation and support services to individuals living with a serious mental health condition and whose needs have not been effectively met by traditional mental health services.

**Essential Job Functions****Management-related:**

- Develop, implement and maintain program policies and procedures.
- Ensure the establishment of organizational systems for programmatic participant information and data.
- Direct and supervise team member activities.
- Plan and facilitate team organizational and service planning meetings.
- Provide clinical direction and supervision to team members, working in concert with psychiatrist or PNP.
- Conduct, review and approve comprehensive clinical assessments, service and discharge plans for all participants.
- Review team member documentation to ensure services are person-centered, linked to assessment activities and consistent with agency values.
- Build working relationships with hospitals, courts, jails, prisons, shelter, housing providers, DOHMH and other community service providers.
- Collect, analyze and present participant outcome data and evaluation of service effectiveness.
- Provides reports to DOHMH in a timely manner
- Maintains communication with the assigned DOHMH Program Specialist, including consistent participation in meetings and reports sessions as required.
- Ensure service availability, 24/7.
- Ensure staffing pattern and staff competencies are consistent with IMT Guidelines, including maintaining an appropriate participant to staff ratio.
- Responsible for overall operationalization of IMT services in accordance with DOHMH regulations.
- Remain current in the latest research and practices around recovery services, co-occurring mental health and substance use matters, mobile treatment team approaches, evidence-based and emerging best practices.
- Attend and participate in supervision, meetings and training sessions as required.

**Direct Service-related:**

- Develop and maintain cooperative and collaborative relationships with members of participants' networks.
- Assess and provide services to participants to address health and wellness, housing, income support, education, vocational training, employment and social supports.
- Complete assessments and service plans as needed
- Provide direct individual and group IMT services including: service planning and coordination; problem solving; support with obtaining housing; developing social connections; strengthening family and other relationships; developing independent living skills and obtaining necessary resources; accessing and accessing education and training; employment supports (job search, placement and support); entitlement and financial management; empowerment and self-help; wellness self-management with a focus on the development of coping skills; support with medications; and weekly groups.
- Provide 24-hour crisis intervention services on rotating basis.

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Commitment to person-centered treatment strategies, upholding participants' rights, and self-determination in service provision.
- Licensed in New York State in Clinical Social Work (LCSW) or Psychology (PhD or PsyD)
- Minimum of three (3) years direct clinical experience with adults in a behavioral health setting.
- Knowledge of multi-disciplinary mobile team experience, preferred.
- Minimum three (3) years supervisory or management experience.
- Experience developing, implementing and evaluating program and participant goals.
- Experience training, coordinating and evaluating the work of clinical and support staff.
- Available to work a flexible schedule, mornings, evenings and weekends in response to participant needs.
- Computer proficiency in Windows operating systems and programs, such as MS Word, Excel, PowerPoint, as well as comfort with learning new electronic systems.
- Bilingual Spanish-speaking, preferred
- Must be fingerprinted and cleared by the New York State Justice Center

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Recovery Specialist**Job Location:** Bronx**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

Recovery Specialists must actively engage and motivate participants to utilize a customized array of services to develop personal potential and establish and attain life role goals. PROS program staff must be flexible and committed to mental health recovery. Some of the essential job functions include developing individual recovery plans with participants that reflect person-centered planning principles; developing, modifying and delivering group curriculum to sufficiently meet program and individual outcomes; and engage members in organizational change.

**Essential Job Functions**

- Assist with admission, referral and discharge of participants.
- Provide evidence-based practice services including Wellness Self Management (WSM), Co-occurring Disorders (COD/FIT) treatment, and Family Psycho-education, as qualified.
- Provide clinical counseling and therapy services (LMSW, LCSW, LMHC, LCAT preferred but not required)
- Supervise MSW and other students and participate in SIFI training as needed or required
- Participate in external workgroups as needed
- Provide crisis intervention services and recommendations for treatment and referral as needed.
- Collect and utilize data to assess participant needs, with information from all relevant sources.
- Develop, modify and deliver curriculum for rehabilitation-based classes.
- Facilitate rehabilitation-oriented services, meetings, groups, and other activities; teach skills, provide information and assist participants with resource acquisition related to housing, social, education, employment and other key life domain goals.
- Maintain case load of assigned PROS participants.
- Utilize person centered planning principles and techniques.
- Develop, update and maintain participants' Individual Recovery Plans (IRP).
- Collaborate with other programs/entities to coordinate services meeting individual and family needs.
- Maintain thorough and timely documentation/charting and adequate authorization records consistent with billing, regulatory, policy and contractual requirements: e.g. attendance, progress notes, service delivery, and interactions with collaterals.
- Collect QA data and participate in development of continuous QI strategies.
- Market services to promote exposure and ensure adequate utilization.
- Attend and participate in supervision, training sessions and meetings, as required.
- Provide holiday, evening and weekend coverage, as required.
- Perform other duties as assigned.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**Experience/Requirements**

- Understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Excellent group process and facilitation skills.
- Commitment to recovery oriented practice.
- Minimum 2 years experience in clinical or rehabilitation mental health setting.
- Available to work on Saturdays and holidays, occasionally.
- Must be fingerprinted and cleared by the Office of Mental Health (OMH).
- Skilled in conflict mediation/negotiation and have an assertive approach to problem solving.
- Excellent oral and written communication skills.
- Ability to utilize various computer programs, specifically Microsoft Word, Excel and AWARDS or similar electronic client database system.
- Be creative and flexible.
- Possess strong organizational skills.
- Show initiative and be responsible for follow through.
- Ability to maintain confidential information, as related to position.
- Ability to work independently and as part of a team.

**Agency:** Praxis Housing Initiatives -- SHA**Site:** Administrative Offices -- SHA**Position:** Lic. Mental Health Counselor**Job Location:** Other**Posted:** 12/26/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Claude Howard

Email:

**Job Description**

Requires a minimum of 5 years with experience with chronically homeless persons living with HIV+ and histories of chemical dependencies and mental illness

- Working experience with homeless persons, both individual and family units with special needs, HIV, Addiction, MICA and Domestic Violence
- Requirements, conduct pre-intake mental health evaluations and recommendations.
- Schedule follow up sessions with clients as needed.
- Document all clinical findings.
- Co-facilitate case conferences
- Crisis intervention.
- Monitor, follow up mental health treatment adherence.
- Sign off on all clinical service plan developments.
- Provide clinical supervision to case management team.
- Perform other duties as required

**Experience/Requirements**

Education:•A valid NYS License to provide behavioral health services LMHC

•CASAC a plus

Experience:•Prior experience conducting psycho-social assessments including the development of person-center service plans. Familiarity with Harm Reduction Practice.

Skills:• Prior experience working with chronic homeless persons with HIV/AIDS many of which have co-occurring mental health and substance use disorders

- Strong behavioral interviewing techniques
- Knowledge of NYS Mental Health screening tool MHSF III , preferred
- Excellent communication, listener, therapeutic skills
- Knowledge of electronic case manager systems (Foothold Awards a plus
- Fluency in Spanish a plus.

Praxis offers: Vacation, Sick and 10 pay holidays, 403B retirement fund and Health Insurance. Salary will be discuss when candidate is called.

Send all resumes to HR@praxishousing.org

**NP/PNP****Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Psychiatric NP - IMT**Job Location:** Bronx**Posted:** 10/29/2018**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

The Psychiatric Nurse Practitioner (PNP) is responsible for psychiatric assessment, prescribing and medication monitoring. The PNP coordinates care with other physicians including primary care, therapists and support workers. S/he works collaboratively with the IMT Team and other medical providers to ensure that care is coordinated and delivered within the framework of participant self-determination, recovery, and cultural competency.

**Program Overview**

Intensive Mobile Treatment (IMT) is a mobile practice model designed to provide treatment, rehabilitation and support services to individuals living with a serious mental health condition and whose needs have not been effectively met by traditional mental health services.

**Essential Job Functions**

- Conduct psychiatric evaluation, mental status examinations and pharmacological evaluations with a special focus on conducting assessments and evaluations with individuals using substances or experiencing street homelessness.

- Prescribe medications and monitor response to prescribed medications readjusting plan as necessary.

- Administer injectable medications.

- Educate participants and members of participant's network as desired about side effects of medication

- Provide coordinated and integrated care, communicating and collaborating with primary health care providers, family, significant others and community treatment providers.

- Use online databases and portals e.g. PSYCKES, Healthix, MAPP, and others to support assessment and treatment planning.

- Provide crisis intervention services supporting staff as needed.

- Support discharge planning with hospital and ER staff.

- Assist with provision of clinical supervision, education, and training of the IMT team members.

- Assist with development, implementation and supervision of medication administration policies and procedures.

- Assist with developing, implementation and required revision of psychiatric and medical treatment policies procedures.

- Document services, including progress notes, significant events, referrals, changes in medication and evaluations within expected timeframes in AWARDS, consistent with agency and regulatory or licensing entities.

- Participate in QI activities, training, and supervision with the IMT team and Program Director.

- Provide 24/7 on-call consultation

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.

- Commitment to person-centered treatment strategies, upholding participants' rights, and self-determination in service provision.

- Current licensed in NYS as a Psychiatric Nurse Practitioner; certified or eligible for certification by the American Board of Psychiatry and Neurology

- Minimum of three (3) years working with people with serious mental health conditions, co-occurring substance use disorders, and homelessness.

- Minimum of one (1) year working as a nurse practitioner, including prescribing preferred.

- Eligible for full and unconditional participation in the Medicaid and Medicare programs.

- Familiarity and experience with evidence-based Behavioral Health interventions and ability to train staff members in these strategies

- Computer proficiency in Windows operating systems and programs, as well as comfort with learning new electronic systems.

- Bilingual Spanish-speaking, preferred

- Must be fingerprinted and cleared by the New York State Justice Center.

- Comfort providing treatment in non-traditional settings, including but not limited to the street, community spaces, and shelters.