

◀ CONTENTS ▶

ANNOUNCEMENTS	i
JOB LISTINGS.....	1-30

CUCS JOBS JOURNAL

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

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

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

The next issue of the Jobs Journal will be published **November 25, 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/>.

Housing Consultant Position Available at Housing Resource Center

The CUCS Housing Resource Center (HRC) is seeking a Housing Consultant to join our team. Our Housing Resource Center expands access to housing and support services for people living with mental illnesses and other special needs.

HRC Housing Consultants collaborate with social service agencies to provide referral and technical assistance on Single Point of Access (SPOA) Housing and NY/NY I & II housing applications. Housing Consultants also assist individuals living with mental illness and their advocates on understanding NYC housing options and navigating the HRA 2010e application process. Other responsibilities include delivering training to staff from agencies throughout NYC, resource development, and maintenance of the HRC housing provider database.

Eligible applicants will have:

- High school diploma with six years relevant work experience, or Bachelor's degree with two years relevant work experience in related field
- Significant knowledge and experience with mental health services; supportive housing experience strongly preferred
- Ability to manage multiple projects and competing priorities effectively
- English/Spanish bilingual preferred

To apply, please go to www.cucs.org and complete and application.

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

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, November 11, 2019

Employment Training Program

Agency: Center for Urban Community Services -- SHA

Site: CUCS -- SHA

Position: Peer Specialist (IMT)

Job Location: Manhattan

Posted: 10/28/2019

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 2 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.

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.

Lived 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

To apply go to www.cucs.org.

No Educational Requirement**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Peer Specialist**Job Location:** Manhattan**Posted:** 9/30/2019**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 2 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.

Summary

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.

The salaries for all of the positions on the Intensive Mobile Treatment Team will be 10% higher than the standard CUCS salaries.
Requirements

Experience/Requirements

Provisional or Professional Peer Specialist certification preferred.

Lived 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.

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To apply go to www.cucs.org.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Messenger**Job Location:** Citywide**Posted:** 9/30/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

For over 25 years, Janian Medical Care (previously as the Project for Psychiatric Outreach to the Homeless) has been providing clinical care to homeless and formerly homeless New Yorkers in supportive housing, shelters and with street outreach teams. Janian is widely recognized as a leader in the delivery and development of on-site clinical service.

The Per-Diem Janian Messenger provides general assistance and medical supplies delivery for the Deputy Director of Operations and other administrative staff in ensuring the effective functioning of the program as a whole. This assistance includes messenger and carting/delivery of medical supplies up to 35 lbs to Janian sites and other locations in NYC as necessary. This individual is expected to be responsive to the changing needs of the program, able to perform fairly autonomously with clear instructions, and committed to helping the program achieve its goals. This is a part-time position which reports to the Deputy Director of Operations.

Experience/Requirements

- Good interpersonal and organizational skills
- Interest in working with a diverse population
- Ability to utilize public transportation independently
- Ability to walk up and down several flights of stairs in a day, incl navigating public transportation system stairwells/escalators as needed
- Ability to transport medical supplies/equipment of up to 35 lbs via cart and/or pack
- Prior messenger and delivery experience preferred

To apply go to www.cucs.org.

HS Diploma/GED Required

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Benefit Advisor**Job Location:** Queens**Posted:** 9/3/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Mail: CUCS

198 East 121st St. 6th Fl.
New York, NY 10035**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 Benefits Advisor will assist sentenced inmates at Rikers Island in meeting their most basic needs of self-sufficiency, screen for interest and eligibility for public benefits, including paper and electronic application completion with some post-release planning ensuring successful re-entry into the community. Additional responsibilities include screening for other services provided by the program.

Experience/Requirements

HS diploma and at least 2 years of related experience required, BA preferred. Strong organizational skills, ability to market program and work collaboratively with other service providers both on and off island. Social service experience required. Experience in public benefits acquisition and/or re-entry, as well as bilingual Spanish-speaker a plus. Must be highly professional, flexible, focused, organized and able to work with a diverse population of clients, and possess a proven ability to maintain professional boundaries.

PLEASE NOTE - Masters' level applicants will NOT be considered. This is not a supervisory position. Candidates must be able to pass New York City Department of Corrections clearance process for employment.

To apply go to www.cucs.org.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Bilingual Case Manager**Job Location:** Brooklyn**Posted:** 10/28/2019**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 the Bilingual (English/Spanish) Case Manager position at 575 Fifth Avenue, a supportive housing residence. 575 Fifth Ave is located in Park Slope, Brooklyn and houses 48 tenants, many of whom have histories of mental illness, homelessness, substance abuse, and/or HIV/AIDS.

CUCS provides comprehensive on-site social services using a recovery orientation, which includes the implementation of evidence based practices such as Supported Employment and Trauma Informed Care.

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

To apply go to www.cucs.org

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Bilingual Case Manager**Job Location:** Brooklyn**Posted:** 9/30/2019**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 the Bilingual (English/Spanish) Case Manager position at 575 Fifth Avenue, a supportive housing residence. 575 Fifth Ave is located in Park Slope, Brooklyn and houses 48 tenants, many of whom have histories of mental illness, homelessness, substance abuse, and/or HIV/AIDS.

CUCS provides comprehensive on-site social services using a recovery orientation, which includes the implementation of evidence based practices such as Supported Employment and Trauma Informed Care.

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

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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To apply go to www.cucs.org.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Manhattan**Posted:** 9/30/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job 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.

Summary

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.

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

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Manhattan**Posted:** 10/28/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Case Manager will provide a full range of on-site, person-centered, strengths-based services to a caseload of approximately 25-30 individuals with the objective to help people live full and satisfying lives in the community. Services include case management, entitlements assistance, counselling, advocacy, referrals and information, crisis intervention, engagement, monitoring, regular outreach, psycho-education, escort to various appointments within the community, and coordination of care with outside services providers. The Case Manager will collaborate with colleagues and team mates to meet the needs of their caseload, contractual obligations and achieve program success while fulfilling CUCS's core purpose, values and vision.

Experience/Requirements

Bachelor's Degree OR High School Diploma and 4 years experience in the relevant field
Related experience in the mental health field, and/or working with HIV positive or homeless individuals is strongly preferred
Excellent outreach, assessment, written and verbal communication skills
Computer literacy required
Bilingual Spanish/English preferred

To apply go to www.cucs.org**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Manhattan**Posted:** 10/28/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job 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.

THIS POSITION IS LOCATED IN THE TIMES SQUARE AREA OF MANHATTAN

Experience/Requirements

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.

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

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: 9/3/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info

Mail: CUCS
 198 East 121st St. 6th Fl.
 New York, NY 10035

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.

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.
 To apply go to www.cucs.org

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: Early AM Outreach Case Manager
Job Location: Manhattan

Posted: 10/28/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info

Email:

Job Description

The Case Manager provides a full range of direct services to clients living on the streets and pursuing permanent housing. The Case Manager will work within an interdisciplinary team focusing on moving people off the streets of Upper Manhattan into permanent housing and successfully reintegrating into their communities. The Case Manager's responsibilities will include outreach to clients living on the street as well assisting their caseload with obtaining permanent housing. The early morning case manager's schedule is from 5:30am to 1:30pm. There is a Quarterly Overnight count all staff are expected to attend.

Experience/Requirements

Bachelor's Degree and 2 years relevant experience, or BSW and 1 year relevant experience, or HS Diploma and 6 years relevant experience (for Case manager 3). Bachelor's Degree, or HS Diploma and 4 years relevant experience (for Case Manager 2). HS Diploma and 2 years experience (for Case Manager 1). For applicants without full degrees, every 30 credits can be substituted for one year of experience

Applicants with Spanish language proficiency will be prioritized
 Must have valid driver's license

To apply go to www.cucs.org.

Agency: Center for Urban Community Services -- SHA

Site: CUCS -- SHA

Position: Early AM Outreach Case Manager

Job Location: Manhattan

Posted: 9/30/2019

Benefits: Unknown

FT/PT: FT

Hrs/Week:

Salary:

Pay/Hr:

Contact Info

Email:

Job Description

The Case Manager provides a full range of direct services to clients living on the streets and pursuing permanent housing. The Case Manager will work within an interdisciplinary team focusing on moving people off the streets of Upper Manhattan into permanent housing and successfully reintegrating into their communities. The Case Manager's responsibilities will include outreach to clients living on the street as well as assisting their caseload with obtaining permanent housing. The early morning case manager's schedule is from 5:30am to 1:30pm. There is a Quarterly Overnight count all staff are expected to attend.

Experience/Requirements

Bachelor's Degree and 2 years relevant experience, or BSW and 1 year relevant experience, or HS Diploma and 6 years relevant experience (for Case manager 3). Bachelor's Degree, or HS Diploma and 4 years relevant experience (for Case Manager 2). HS Diploma and 2 years experience (for Case Manager 1). For applicants without full degrees, every 30 credits can be substituted for one year of experience

Applicants with Spanish language proficiency will be prioritized
Must have valid driver's license

To apply please go to www.cucs.org

Agency: Center for Urban Community Services -- SHA

Site: CUCS -- SHA

Position: Evening Case Manager

Job Location: Brooklyn

Posted: 9/3/2019

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 Case Manager for its Prospect Place women's shelter for 90 homeless, mentally ill women.

Hours: 4pm—12am Monday--Friday

The program's goal is permanent housing placement that meets women's preferences, needs and abilities. The program location is readily accessible by public transportation.

Program services include: housing placement, on-site health and mental health care, housing focused case management, and group services. The shelter operates 7 days per week with 24 hour clinical and security staff.

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.
3. 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 1- High school diploma and 2 years experience

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

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

- For applicants without a college degree, every 30 credits can be substituted for 1 year of experience.
- Demonstrated ability to provide services to clients with psychiatric and medical disabilities and with issues of substance abuse.
- Appropriate verbal and written communication skills
- Computer literacy
- Bilingual-- Spanish speaking preferred

To apply go to www.cucs.org

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Evening Case Manager**Job Location:** Manhattan**Posted:** 9/30/2019**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 evening case manager position at the CUCS' Harlem Transitional Services-Kelly Safe Haven. HTS' Kelly Safe Haven is a 60- bed residence. It provides chronically street homeless individuals with mental illness and/or substance abuse assistance in obtaining and maintaining permanent housing. The Housing First/Harm Reduction Model is used to engage people who otherwise may not accept services. A multidisciplinary staff works collaboratively with the residents on their recovery, and housing goals. Staff receive extensive training in Evidence Based Practices including Motivational Interviewing, Wellness Self-Management and Behavioral Treatment Interventions for substance abuse.

Resp: The Evening Case Manager will support the consumer through the housing placement process which includes helping the consumers secure entitlements and work towards psychiatric stability, providing Assistance with Self Administration of Medications, coaching consumers on interview skills, and providing follow-up as is needed to the program residents.

Experience/Requirements

High School Diploma and 2 years experience. CM2: 2 years as CM 1 or, Bachelor's Degree, or BSW, or, HS Diploma and 4 years relevant experience. For CM 3: 2 years as CM 2, or, Bachelor's Degree 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.

To apply go to www.cucs.org.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Case Manager**Job Location:** Bronx**Posted:** 9/30/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job 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

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.

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

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Case Manager**Job Location:** Bronx**Posted:** 10/28/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job 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

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.

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

To apply go to www.cucs.org.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Advocacy Specialist**Job Location:** Manhattan**Posted:** 9/3/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Advocacy Specialist is a per diem role providing support to the Advocacy Department in tasks related to community outreach, organizing, and individual and systems advocacy. Work will include attending meetings and events, making phone calls to community members about advocacy initiatives, and providing administrative support to the Advocacy Coordinator such as data entry projects, and scheduling.

Location: Manhattan

Job Type: Per-Diem

Salary: 15.00/ Hour

Essential Job Functions:

Offer logistical and implementation support to the Advocacy Department for community events including but not limited to the Mental Health Film Festival, advocacy forums, and NYAPRS-related activities.

Promote participant activism and self-advocacy through on-site presentations, and regular attendance at PPAG, Community Board meetings, and other forums forwarding the interests of CA participants.

Engage participants and community members in local and agency-based initiatives related to housing, health, and social needs.

Develop and edit materials for event promotions, advocacy reports, and external communications; work with the Advocacy Coordinator and Development Department to create advocacy-related materials.

Administrative duties including but not limited to phone calls and filing..

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).

Previous experience in sales, administrative, or telecommunication position preferred.

Recipient/survivor of mental health services, preferred.

Must possess and maintain a NYS OMH Peer Specialist certification or be willing to obtain one within six months of employment.

Graduate of Howie the Harp peer advocacy center, preferred.

Ability to prioritize and meet deadlines.

Excellent oral and written communication skills.

Ability to utilize various computer programs, specifically Microsoft Word and Excel.

Ability to maintain confidential information, as related to position.

Ability to work independently and as part of a team.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Housing Counselor**Job Location:** Manhattan**Posted:** 9/3/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Housing Counselor has the primary objective to oversee the supervised community residence of 12-24 individuals in seven areas: (a) physical plant safety and security, (b) meal preparation and coordination (c) medication monitoring, (d) house management (e) ADL training and coaching, and (f) socialization events, as well as other duties as assigned. 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; and

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

Salary: \$16.32/ Hour

Essential Job Functions**Physical safety and security:**

- Provide accurate documentation of activity in-house.

- Observe and document residents' interactions; provide interventions, as needed.

- Provide crisis management, as needed.

- Monitor the safety and security of the building.

- Use desk log to keep an accurate record of activities on shift and any observations of potential problems, including but not limited to the removal of goods and materials from the building, in order to reduce the likelihood of theft.

- Review the desk log at the beginning of your shift.

- Monitor Fire Alarms; correct and record malfunctions; and call the central station in event of a false alarm or notify Fire Department in event of a fire.

- Follow the agency's emergency protocol, and work with emergency personnel when they arrive to acquaint them with issues involving residents or the building.

- Complete incident reports according to agency guidelines.

- Report problems to supervisory staff, including non-working equipment and any issue that would compromise the physical safety of the residence or residents.

Meal Preparation and Coordination:

- Serve nutritious meals for residents, and prepare plates for those not present.

- Engage residents in meal preparation to provide hands on assistance to prepare meals, from menu selection through cooking and clean-up. Responsible for meal preparation and clean-up, even in the absence of resident participation.

- Maintain a clean and organized kitchen/pantry area, including proper storage of food, while using each opportunity to assist residents to develop necessary skills.

- Escort residents on food and household shopping excursions as a way to develop residents' skill and confidence.

- Maintain food inventory, in preparation for ordering.

Medication monitoring:

- Provide close observation and keep accurate records of residents taking their medications.

- Take responsibility for prompt follow-up with supervisor and service coordinator for any missing/inaccurate recordings in the medication book.

- Ensure medications are stored and secured safely.

- Inform appropriate staff when a resident is not taking his/her medications as prescribed or has missed a dosage.

- Serve as a liaison for all residents and their pharmacy.

- Observe and assist residents in packaging their medications.

- Provide coaching and follow up to foster self-medication skills.

House management:

- Perform room checks.

- Provide hands-on assistance to residents in keeping personal area clean and orderly.

- Maintain cleanliness of site, including bathrooms, garbage disposal and kitchen cleaning.

- Assist residents with sleep hygiene (good sleep habits which promote normal, quality nighttime sleep) routine.

ADL Training and Coaching:

- One-on-one and group training and coaching on the development of essential life skills with a focus on independent living, for example, keeping your personal area clean and orderly, laundry, snack preparation and clean up, personal shopping, among other living skills.

Socialization Events:

- In conjunction with the residents, organize socialization events and evening activities.

- Run recreation groups.

- Accompany residents on socialization activities both in and outside the site.

Administrative and Clerical duties:

- Answer phones, take messages, and provide routine information about Community Access and its programs. Refer inquiries, and ensure that messages are given to appropriate parties.

- Handle packages in accordance with package policy.

- Prepare work orders for repair and maintenance problems reported by residents or observed during shift.

General duties:

- Attend and participate in supervision, meetings, case conferences, and training sessions, as required and as scheduled.

- Provide holiday coverage.

- Participate in training of new staff on essential job functions (after six months to a year).

- Perform other duties as assigned.

Experience/Requirements

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

- Possess a minimum of a high school diploma or equivalent (GED)

- Understand and apply a commitment to recovery-oriented practice

- Get fingerprinted and cleared by the Office of Mental Health (OMH)

- Be skilled in conflict mediation/negotiation/resolution 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

- Take the initiative and be responsible for follow-through

Maintain confidentiality of information, as related to position
Ability to work independently and as part of a team
Ability to lift 40 lbs

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Housing Counselor**Job Location:** Manhattan**Posted:** 8/19/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Housing Counselor has the primary objective to oversee the supervised community residence of 12-24 individuals in seven areas: (a) physical plant safety and security, (b) meal preparation and coordination (c) medication monitoring, (d) house management (e) ADL training and coaching, and (f) socialization events, as well as other duties as assigned. 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; and

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

Salary: \$16.32/ Hour

Essential Job Functions**Physical safety and security:**

- Provide accurate documentation of activity in-house.

- Observe and document residents' interactions; provide interventions, as needed.

- Provide crisis management, as needed.

- Monitor the safety and security of the building.

- Use desk log to keep an accurate record of activities on shift and any observations of potential problems, including but not limited to the removal of goods and materials from the building, in order to reduce the likelihood of theft.

- Review the desk log at the beginning of your shift.

- Monitor Fire Alarms; correct and record malfunctions; and call the central station in event of a false alarm or notify Fire Department in event of a fire.

- Follow the agency's emergency protocol, and work with emergency personnel when they arrive to acquaint them with issues involving residents or the building.

- Complete incident reports according to agency guidelines.

- Report problems to supervisory staff, including non-working equipment and any issue that would compromise the physical safety of the residence or residents.

Meal Preparation and Coordination:

- Serve nutritious meals for residents, and prepare plates for those not present.

- Engage residents in meal preparation to provide hands on assistance to prepare meals, from menu selection through cooking and clean-up. Responsible for meal preparation and clean-up, even in the absence of resident participation.

- Maintain a clean and organized kitchen/pantry area, including proper storage of food, while using each opportunity to assist residents to develop necessary skills.

- Escort residents on food and household shopping excursions as a way to develop residents' skill and confidence.

- Maintain food inventory, in preparation for ordering.

Medication monitoring:

- Provide close observation and keep accurate records of residents taking their medications.

- Take responsibility for prompt follow-up with supervisor and service coordinator for any missing/inaccurate recordings in the medication book.

- Ensure medications are stored and secured safely.

- Inform appropriate staff when a resident is not taking his/her medications as prescribed or has missed a dosage.

- Serve as a liaison for all residents and their pharmacy.

- Observe and assist residents in packaging their medications.

- Provide coaching and follow up to foster self-medication skills.

House management:

- Perform room checks.

- Provide hands-on assistance to residents in keeping personal area clean and orderly.

- Maintain cleanliness of site, including bathrooms, garbage disposal and kitchen cleaning.

- Assist residents with sleep hygiene (good sleep habits which promote normal, quality nighttime sleep) routine.

ADL Training and Coaching:

- One-on-one and group training and coaching on the development of essential life skills with a focus on independent living, for example, keeping your personal area clean and orderly, laundry, snack preparation and clean up, personal shopping, among other living skills.

Socialization Events:

- In conjunction with the residents, organize socialization events and evening activities.

- Run recreation groups.

- Accompany residents on socialization activities both in and outside the site.

Administrative and Clerical duties:

- Answer phones, take messages, and provide routine information about Community Access and its programs. Refer inquiries, and ensure that messages are given to appropriate parties.

- Handle packages in accordance with package policy.

- Prepare work orders for repair and maintenance problems reported by residents or observed during shift.

General duties:

- Attend and participate in supervision, meetings, case conferences, and training sessions, as required and as scheduled.

- Provide holiday coverage.

- Participate in training of new staff on essential job functions (after six months to a year).

- Perform other duties as assigned.

Experience/Requirements

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

- Possess a minimum of a high school diploma or equivalent (GED)

- Understand and apply a commitment to recovery-oriented practice

- Get fingerprinted and cleared by the Office of Mental Health (OMH)

- Be skilled in conflict mediation/negotiation/resolution 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

Take the initiative and be responsible for follow-through
Maintain confidentiality of information, as related to position
Ability to work independently and as part of a team
Ability to lift 40 lbs

Agency: Community Access -- SSA

Site: Community Access -- SSA

Position: Maintenance Worker

Job Location: Manhattan

Posted: 9/3/2019

Benefits: Unknown

FT/PT: FT

Hrs/Week:

Salary:

Pay/Hr:

Contact Info

HR Dept.

Email:

Job Description

The Maintenance Worker is responsible for daily cleaning and maintenance of the building to ensure that a safe and adequate living environment is provided to tenants, staff and visitors at all times.

Job Type: Full Time

Location: Dekalb (Manhattan)

Salary: 15.00/ Hour

Essential Job Functions

Cleans all public/common areas of building and offices daily.

Performs routine sweeping, mopping and buffing of floors.

Cleans all stairwells and elevators daily.

Collects and empties trash daily.

Cleans all common and office bathrooms and replenishes bathroom supplies daily.

Assists Building Superintendent with repairs as needed and directed.

Assists Building Superintendent with preparing apartments for new occupancy, to include general cleaning and painting as needed and directed.

Performs snow removal as needed.

Assists with maintaining gardens as directed.

Ensures perimeters of building (sidewalks and curbs) are free of debris daily.

Keeps supervisor informed of the day-to-day activities and significant conditions that may impact upon building operations and goals.

Attends and participates in all scheduled departmental and agency meetings as directed.

Performs 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.

Minimum of a high school diploma or equivalent (GED).

Minimum of one year of training or two years of work experience in related trades.

Knowledge of appropriate cleaning agents.

Ability to operate and maintain appropriate machines such as buffer, wet/dry vacuum, etc.

Ability to work overtime hours as needed

Ability to regularly lift and carry items that weigh up to 100 lbs.

Must be able to walk up several flights of stairs.

Possess the aptitude and work skills for custodial/janitorial duties.

Must have good communication skills.

Must have good interpersonal skills.

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:** Manhattan**Posted:** 9/16/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The mission of East Village Access is to provide empowering opportunities to people with psychiatric disabilities to realize their goals, build relationships and work towards self-sufficiency. East Village Access recognizes that each member has specific talents, skills and abilities. All program services are intended to assist participants realize their full potential and embrace broader opportunities in the greater community. The purpose of the program is to assist individuals recovering from the disabling effects of mental illness through the coordination of rehabilitation, treatment and support services that are participant focused and goal oriented.

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 curriculum to sufficiently meet program and individual outcomes; and engage members in organizational change.

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

- Assist with intake and screening of new referrals/participants including recommendation for admission.

- Assist with admission, referral and discharge of participants.

- Provide evidence-based practice services including Wellness Self Management (WSM), and Co-occurring Disorders (COD/FIT) treatment, as qualified.

- 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.

- Supervise students or interns.

- 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.

- Provide after hours coverage on a rotating basis.

- 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.

- Minimum of a high school diploma or equivalent (GED).

- Excellent group process and facilitation skills.

- Commitment to recovery oriented practice.

- Minimum 3 years experience working in a community-based mental health setting, preferably delivering clinical-related services.

- 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: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Residential Building Super**Job Location:** Unknown**Posted:** 9/16/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

he primary goal of the Live In Residential Building Superintendent is to provide a safe and adequate living/working environment for the tenants and assigned staff. The Building Superintendent is responsible for the daily maintenance, repairs, and building code compliance as it relates to local, state, federal requirements and agency policies and procedures. Salary: Up To \$48k-55k (depending on experience)

Job Type: Full Time

Essential Job Functions

- Maintain building and property in good condition and in compliance with all building codes, local, state and federal requirements, and agency policies and procedures.
- Conduct inspections as required for Community Access' preventive maintenance program for all building systems and equipment and keep accurate records of all inspections conducted.
- Provide supervision to assigned staff so that Agency and Department goals are communicated effectively, job performance is continuously evaluated, and appropriate training is given.
- Complete reports of all safety related building incidents in a timely manner.
- Ensure all units are prepared in a timely manner for new occupancy, to include cleaning and repair, refuse removal and painting as needed.
- In coordination with the Program Director, develop and implement maintenance and cleaning schedules to meet the changing needs of tenants and staff.
- Maintain accurate log of records of all inspections and violations received from outside agencies. Building Superintendent must report immediately all inspections conducted and the results of those inspections to the Program Director.
- Ensure all common area lighting is functional on a daily basis. Common areas include: lobby areas, hallways, stairwells, laundry facility, bathrooms, emergency exit doors, and all entrance and exit ways.
- Maintain overall building as necessary to create clean, safe and sanitary conditions, including:
 - Heating, hot water, and ventilation systems, both centrally and in individual units (excluding tenant owned property/equipment)
 - Ensuring preventive maintenance schedules.
 - Ensures that all drainage areas are free of debris for proper water run-off to include sewer drains and traps and secondary lines.
 - Interiors of basement, railings and exterior iron gates and grills.
- Perform minor repairs as needed, including routine building repairs, plumbing, electrical repairs on appliances (excluding tenant owned property/equipment), fixtures, switches, outlets, circuits, etc.
- Perform exterminating services in addition to regularly scheduled extermination services to common and basement areas as needed.
- Observe status of buildings systems and equipment under warranty in order to ensure proper functioning and that repairs are completed under the terms of the warranty and/or contract.
- Provide access to and monitor outside vendors or work teams providing service or repair in order to ensure quality services are being rendered.
- Respond to all emergency calls on a 24-hour basis.
- Assist with garden maintenance as directed.
- Work with building Program Director, their designee's and other staff to ensure agency's goals and objectives are being met.
- Provide back-up to Maintenance Worker as needed and/or directed.
- Attend classes such as boiler maintenance, electrical repair, fire safety, etc. in order to adequately address maintenance needs of building and to increase knowledge of particular building systems.
- Provide holiday, evening and weekend coverage, as necessary

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

Benefits:

- Three weeks of vacation, five personal days, twelve sick days, ten paid holidays
- Medical, Vision, and dental coverage
- Pre-tax savings plans (including Flexible Spending Accounts and TransitChek)
- Pension plan with employer contribution after one year
- Life insurance
- Paid certification training

Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- High school diploma or equivalent required.
- At least two (2) years of training or three (3) years of works experience in related trade.
- At least one (1) year of supervisory experience, preferred.
- Must have experience in one or more of the following fields: carpentry, electrical, plumbing, masonry, painting.
- Must have working knowledge of equipment installation and repair, including HVAC systems.
- Must be able to operate and maintain appropriate machines such as floor buffer, trash compactor, snow blowers, etc.
- Must have basic math skills.
- Must be fingerprinted and cleared by the New York State Justice Center.
- Ability to work overtime hours as needed.
- Must be able to regularly lift and carry items, which weigh up to 100 lbs.
- Ability to prioritize tasks and perform repair work independently.
- Ability to direct work of other staff.
- Be creative and flexible.
- Show initiative and be responsible for follow through.
- Excellent oral and written communication skills.
- Ability to utilize various computer programs.

Must possess and maintain current Certificate of Fitness for Fire Alarm Systems; additional Certificates of Fitness' may be required.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Service Coordinator**Job Location:** Citywide**Posted:** 9/16/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

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.

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.

Job Type: Full Time**Location:** Manhattan and Bronx**Salary:** \$40,800**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.

Agency: Project Renewal -- SHA
Site: Alcohol Crisis Center -- Other
Position: CASAC Counselor
Job Location: Unknown

Posted: 10/28/2019 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info
Geneva Simonds x139
Email:

Job Description

The Public Health Diversion Center provides 24/7 short stay, engagement, stabilization and treatment services for adults with mental health and/or substance use issues referred directly by NYPD as an alternative to the traditional police responses of arrest, summons, or transport to an emergency room. Guests are referred to the Diversion Center when their infractions are non-violent and/or low-level offenses such as loitering, trespass, public inebriation, and disorderly conduct. The goal of the Diversion Center is to help guests begin to identify and modify the behaviors that result in repeated police contact. An OASAS licensed outpatient clinic, located on site, provides services to guests who are eligible. The average length of stay is anticipated to 5 days.

Overall Responsibilities:

Under the general direction of the Clinical Director, the CASAC Counselor conducts rapid assessment, assesses guest eligibility for on-site OASAS services, develops service/discharge plans including collaboration with guests' current providers/support systems, linkages to community services & residential settings, participates in outreach with NYPD.

Essential Duties and Responsibilities:

The essential duties include but are not limited to the following activities depending on the assigned shift:

- Carry a primary caseload of up to 10 guests
- Conduct groups and individual counseling sessions
- Complete progress notes, psycho socials, treatment plans, treatment plans reviews, as well as other pertinent documentation in a timely manner
- Conduct ongoing assessments using evidence-based modalities.
- Attend daily case review meeting and report on caseload status to treatment team
- Arrange for timely discharge and referral plans working closely with the guest and program staff
- Performs other duties as assigned by supervisory staff

Experience/Requirements

- High School Diploma or GED
 - NYS CASAC required; CASAC-T certification accepted, but must be in the process of obtaining CASAC
 - A minimum of two (2) years of experience working with homeless and criminal justice involved adult individuals with a substance use disorder, including experience working in emergency or crisis services and/or an OASAS licensed program
 - Excellent oral, writing and listening skills. Spanish speaking candidates preferred
 - The ability to work well in a highly pressured environment, set and meet deadlines, and delegate as appropriate.
 - An ability to interface with guests as well as all levels of staff.
 - Knowledge of case management software as well as a proficiency in Microsoft Office Suite.
- To apply: E-mail resume and cover letter indicating position and salary requirements: to internal.applicant@projectrenewal.org and for external applicants careers@projectrenewal.org

Agency: Project Renewal -- SHA
Site: Alcohol Crisis Center -- Other
Position: Peer Specialist
Job Location: Unknown

Posted: 10/28/2019 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info
Geneva Simonds x139
Email:

Job Description

The Public Health Diversion Center provides 24/7 short stay, engagement, stabilization and treatment services for adults with mental health and/or substance use issues referred directly by NYPD as an alternative to the traditional police responses of arrest, summons, or transport to an emergency room. Guests are referred to the Diversion Center when their infractions are non-violent and/or low-level offenses such as loitering, trespass, public inebriation, and disorderly conduct. The goal of the Diversion Center is to help guests begin to identify and modify the behaviors that result in repeated police contact. An OASAS licensed outpatient clinic, located on site, provides services to guests who are eligible. The average length of stay is anticipated to 5 days.

Overall Responsibilities:

Under the general supervision of the Clinical Director, the Peer Specialist is responsible for providing a wide range of engagement, counseling, and supportive services to guests.

Essential Duties and Responsibilities:

The essential duties include but are not limited to the following activities depending on the assigned shift:

- Assumes a lead role in guest engagement activities
- Collaborates with staff to develop an environment conducive to recovery
- Provides recovery-based services including WRAP
- Promotes problem-solving and decision-making skills development, including identifying positive supports and activities
- Accompanies guests to appointments as needed
- Acts as an advocate and support guests' self-advocacy
- Models effective coping skills
- Facilitates guest engagement with community-based recovery and support services
- Drives the facility van as needed
- Performs other duties as assigned by supervisory staff

Experience/Requirements

- High School Diploma or GED
- NYS Certified Peer Specialist or Certified Recovery Peer Advocate
- At least two (2) years working in the field of peer advocacy
- Lived experience as a consumer of behavioral health services is preferred
- An ability to work independently and to adjust one's schedules to accommodate the needs of the guests
- An ability to interface with guests as well as all levels of staff and providers
- Excellent oral, writing and listening skills
- Knowledge of Microsoft Office Suite
- Bilingual skills a plus

To apply: E-mail resume and cover letter indicating position and salary requirements: to internal.applicant@projectrenewal.org and for external applicants careers@projectrenewal.org

BA/BS Required

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

Posted: 9/3/2019 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**

Contact Info

Position: Overnight Supervisor

Salary: Email:
Pay/Hr:

Job Location: Bronx

Job Description

The Overnight Supervisor is responsible for managing the overnight team and providing supervision to its members. The Overnight Supervisor is responsible for ensuring that their supervisees are helping clients to adjust to the shelter community; helping their team to function well and meet their contractual obligations, including housing placement; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values, and vision statements. The Overnight Supervisor is responsible for bed management, crisis intervention and maintaining a safe environment on the overnight shift.

The Overnight Supervisor is part of the 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. The Overnight Supervisor may be assigned additional responsibilities.

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 OVERNIGHT SUPERVISOR 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.

Experience/Requirements

- Overnight Supervisor I
- § BA and 2 years supervisory experience or AA and 4 years supervisory experience
- Overnight Supervisor II
- § BA and 4 years Supervisory experience or AA and 6 years supervisory experience
- 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
- Bilingual English/Spanish preferred

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

Posted: 9/3/2019 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**

Contact Info

Position: Overnight Supervisor

Salary: Mail: CUCS
Pay/Hr: 198 East 121st St. 6th Fl.
 New York, NY 10035

Job Location:

Job Description

The Overnight Supervisor 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. The Overnight Supervisor provides oversight of the day to day functioning of the Overnight Team. Services that the Overnight Team Supervisor will be expected to provide and ensure their staff is providing include, but are not limited to, supportive counseling, outreach, written assessments, case management, advocacy, and crisis intervention. The Overnight Night Supervisor 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.

The Overnight Supervisor is responsible for the supervision and direct oversight of the Overnight clinical services team. This position has significant decision making, supervisory, administrative, program management and service delivery responsibilities, including ensuring staff productivity, the achievement of measurable outcomes, and recipient satisfaction.

Hours:

Overnight hours Monday-Friday 12am to 8am. Due to the required training schedules and early meetings, the candidate must have flexibility to work earlier in the day to accommodate planned events that occur a few times a year.

The Center for Urban Community Services (CUCS) seeks an Overnight Team Supervisor 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.

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.

To apply go to www.cucs.org.

Experience/Requirements

- Overnight Supervisor I
- § BA and 2 years supervisory experience or AA and 4 years supervisory experience
- Overnight Supervisor II
- § BA and 4 years Supervisory experience or AA and 6 years supervisory experience
- 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
- Bilingual English/Spanish preferred

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Dir. Of Blueprint Supp. Edu**Job Location:** Manhattan**Posted:** 9/3/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Director is responsible for the overall operation of Blueprint, Community Access' Supported Education Program. Key responsibilities include oversight of education support services,, management of staff and fiscal resources, development and refinement of policies and procedures, and establishment of collaborative relationships with referral sources, colleges, universities, training programs and related entities. The Director ensures full contractual compliance on federal, state, and local levels.

Job Type: Full Time

Location: Manhattan

Salary : Mid 70's

Essential Job Functions

Recruits, hires, and provides supervision and training to assigned staff so that agency and program goals are communicated effectively, job performance is continuously evaluated, and appropriate training is given.

Coordinates and manages work assignments to all staff ensuring efficient use of staff resources.

Manage revenue and expenses and works with Executive staff to develop and implement annual budget.

Overall responsibility for the daily management of financial and accounting activities including processing and approving invoices in DocLink, disbursement of petty cash, transportation and participant expense vouchers etc., developing protocols and procedures when required.

Develop, implement, and oversee strategies and systems for data collection and analysis, accounting for program funding and contractual requirements.

Oversees the accurate and timely completion and submission of all internal documentation including participant-related data e.g. AWARDS notes, service plans.

Ensure overall attainment of contractual obligations, outcomes and expectations, including reports on outcome measures and other standards for both internal and external program reviews.

Establish quality assurance systems, consulting with QI where necessary.

Ensure adherence to agency policies and practices.

Act as a liaison with funders on contract negotiation and reporting.

Collaborate with external groups, e.g. research teams, academic institutions, and Supported Education projects.

Collaborate with other Community Access departments including Training, Community Health Division, and Housing to promote use of Supported Education services and improve service delivery.

Contribute to discussions and decisions regarding HCBS and other potential funding streams.

Establish working relationships with community based resources, health facilities, educational institutions and Managed Care Organizations.

Establishes procedures and protocols for creative outreach and follow-through strategies to promote the program objectives and ensure continuity of services.

Attend/conducts workshops, trainings and community events as needed.

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

Performs 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.

Recipient/survivor of mental health services, preferred.

Minimum of a Bachelor's Degree required, Master's Degree preferred.

At least two (2) years of supervisory experience, required.

At least three (3) years of experience working in behavioral health setting: peer service delivery, community development, rehabilitation or recovery-oriented services, 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.

Demonstrated leadership skills and ability to work as part of a team.

Excellent oral and written communication skills.

Ability to utilize various computer programs, specifically Microsoft Word and Excel.

Be creative and flexible.

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.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** HR Internship**Job Location:** Manhattan**Posted:** 9/16/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

Community Access, Inc. (CA), founded in 1974, is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy and healing-focused services. We are built upon the simple truth that people are experts in their own lives.

Our programs are spread across 20 locations and include over 1000 units of supportive housing in three boroughs, the Howie The Harp Advocacy Center, ThriveAtWork, Blueprint Supported Education, East Village Access-a PROS program, and a peer-driven Crisis Respite Center.

Who Are You?

Passionate about Human resources and motivated to work supporting an organizations most valuable resource, our people. Driven and entrepreneurial. Resourceful, innovative, forward thinking, and committed. Excellent interpersonal skills and an interest in learning how Human Resources functions within a nonprofit environment.

How We Work

Our work is strategic with a focus on innovation as our HR department supports the agency to develop an engaged, excited workforce, working in a sustainable work environment.

What You'll Learn:**Talent Acquisition:**

- Building community partnerships
- Recruitment Marketing
- Sourcing candidates
- Market research

Strategic Planning:

- The intern will also support the Chief People Officer and HR staff on the current strategic initiatives.

Employee Benefits

- Assisting in our Benefits Branding Initiative

Department Compliance

- Personnel file management and compliance
- Audit preparation

Employee Relations

- Participating New Employee Experience initiatives

Experience/Requirements

- Working toward a Bachelors or Masters degree in Human Resources, or Industrial Relations/Psychology
- Strong written communication skills
- Excellent interpersonal and organizational skills
- Good reasoning and analytical skills
- Ability to read and interpret necessary policies and procedures
- Solid academic record
- Intermediate to Advance level skills in Microsoft Suite (Word, Excel, PowerPoint, Outlook)
- Desire to work in a fast paced environment

Job Type: Part Time (20 hours/ week)**Salary:** Unpaid

Agency: Girls Educational & Mentoring Services (GEMS) --**Posted:** 8/19/2019**FT/PT:** FT**Site:** Girls Educational & Mentoring Services --**Benefits:** Unknown**Hrs/Week:****Position:** Economic Empowerment Director**Salary:****Pay/Hr:****Contact Info**

Operations Department

Email: resumes@gems-girls.org**Job Location:** Manhattan**Job Description**

The Economic Empowerment Director (EED) is responsible for designing and implementing both macro and micro level economic empowerment programming for girls and young women who have experienced commercial sexual exploitation and domestic trafficking. The goal of GEMS' economic empowerment programming is to support its members in reaching their educational and vocational goals and move toward economic independence. The Economic Empowerment Director will lead a team of educational and employment-readiness specialists to deliver its Educational Initiative and Pathways programs and financial literacy curriculum. The economic empowerment team will utilize a trauma-informed and strengths-based lens to provide both individual and group support to members and identify and build relationships with appropriate community partners. The Economic Empowerment Director will serve as an integral part of the Support Services Team and will support all staff to move members toward economic independence by breaking intergenerational cycles of poverty.

Tasks and Responsibilities: This statement of duties is for the purpose of identifying this position, but it is not limited to:

Economic Empowerment Programming:

- Provide overall direction for strategic learning and development within the organization generally and to the Economic Empowerment Program.
- Research, develop and facilitate educational preparation, employment readiness, and financial literacy programming that is trauma- and survivor-informed, utilizes best practices, and is responsive to member wants and needs.
- Supervise the Economic Employment Manager, including creating opportunities for skill enhancement, training development and special projects as they arise.
- Develop and implement strengths-based educational and employment readiness assessments and plans with individual members based on their interests, skills and goals to support them in developing a career pathway to living wage employment.
- Create realistic budgets with members that utilizes available resources and supports them in moving toward their definition of economic independence.
- Facilitate weekly employment readiness, skill-building and financial literacy workshops with members, including resume and cover letter writing, job search and interview skills, budgeting, credit, bank accounts, Microsoft Office, office behavior and skills, etc.
- Identify ways to decrease physical and emotional barriers to education and employment, including the use of financial incentives, Metrocards, in-house tutoring, etc., to ensure members are motivated and able to succeed in educational programs, vocational training, internships/externships and/or employment.
- Provide ongoing education and job coaching to ensure retention; match members to professional mentors in their field of interest.
- Lead related events, activities and field trips to expose members to an array of educational and vocational opportunities and careers, such as college tours, Educational Initiative Ceremony, Career Days, etc.
- Develop and maintain relationships with educational, vocational and job-readiness programs, trade schools, internship programs, and employers that are better positioned with resources and services to support members' needs; provide consistent contact and support.
- Research and develop industry knowledge in key occupations to ensure effective matching of members to educational and employment opportunities.
- Maintain a list of open immediate employment opportunities that members are qualified for.
- In conjunction with members' Support Services Coordinators and the economic empowerment staff, utilize a team approach to provide regular check-ins, case management and advocacy.
- Manage and edit resource binders, program manuals, forms and contracts; support Program Director in building out data collection forms in the data management system, Apricot.
- In coordination with the Training Department plan for and help facilitate trainings for community partners.

Administrative Duties:

- Attend weekly or bi-weekly supervision meetings.
- Provide weekly supervision and professional development opportunities to economic empowerment staff.
- Attend weekly all staff, case conferencing, grand rounds or professional development meetings, and retreats and trainings as needed.
- Responsible for data collection, documenting and reporting on program outputs, outcomes and quality indicators into the data management system, Apricot; evaluate the effectiveness of the Educational Initiative and Pathways programs and use results to improve.
- Responsible for member stipends related to economic empowerment programming; create and monitor monthly program budgets; complete check requests and expense reports in a timely manner.
- Maintain the economic empowerment space/computer lab and work in conjunction with the Operations Department to ensure technology is up-to-date and working.
- Support with grant writing and reporting to funders around economic empowerment activities and programs.
- Support with the day-to-day responsibilities and staffing of the drop-in center, including but not limited to, engaging with members, supporting or facilitating Youth Development groups, supporting with homework, job searches, etc., staffing the front desk, assisting with donations and basic needs, etc.
- Provide on-call crisis intervention support when needed.

Experience/Requirements

- At least 3- 5 years of experience in the Director role
- At least 3-5 years of experience supervising staff
- Bachelor's Degree required; MA preferred
- Minimum four years of experience planning and facilitating educational and/or job readiness programming
- Demonstrated experience developing youth development, work readiness curricula and lesson plans
- Knowledge of educational and employment barriers for low-income youth and victims of violence in NYC
- Knowledge of NYC workforce landscape and resources
- Ability to serve as a strong role model, provide guidance to students and young workers, and mediate conflict as needed
- Strong communication and interpersonal skills and ability to work in a busy professional setting
- Strong project management skills, including managing competing priorities and meeting deadlines; ability to adapt strategy to changing conditions and communicate changes effectively
- Computer proficiency in Microsoft Office, Google Docs, internet research and social media
- Highly motivated, with proven capacity to work independently, take initiative, and thrive in high-paced entrepreneurial environment
- Passion for youth and community development and social justice
- Commitment to the vision and mission of Girls Educational and Mentoring Services
- Willingness to travel to residential and community program spaces, and community partner sites
- Supervision experience preferred

Job Competencies:

Attention to Detail
 Attitude toward Others
 Emotional Control
 Empathetic Outlook
 Excellent written and verbal communication
 Flexibility
 Following Directions
 Initiative
 Meeting Standards
 Multitasking
 Personal Accountability

Project/Task and Goals Focus
Respect for Policies
Team Player
Behavioral Competencies:
Adaptable
Organized Workplace
GEMS Core Values:
Development Grounded
Trauma informed
Culturally competent
Social justice oriented
Gender responsive
Survivor leadership

GEMS Principles:
Survivor Leadership
Transformational Relationships

Please email on PDF or MS Word format a cover letter explaining why you would like to work at GEMS and how your experience and expertise will help us carry on with our mission; also send resume and salary requirement with Economic Empowerment Director in the subject line to our Operations Department at Jessica@gems-girls.org. All applications must include a cover letter that is relevant to GEMS! WE WILL BE REVIEWING ONLY APPLICATIONS WITH SALARY REQUIREMENT AND A COVER LETTER INCLUDED. No phone calls please!
SURVIVORS AND WOMEN OF COLOR ARE ENCOURAGED TO APPLY!

Agency: Project Renewal -- SHA
Site: Alcohol Crisis Center -- Other
Position: Registered Nurse
Job Location: Bronx

Posted: 10/28/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
Geneva Simonds x139
Email:

Job Description

Bedford Green House is a new state-of-the-art supportive/affordable housing complex providing homes and services to more than 300 New Yorkers. Phase I is a building designed to LEED Gold Standards and is scheduled to open in the Bronx in December 2019. Bedford Green House will provide onsite social services including primary care for adults and families and women's health services, family reunification services, occupational therapy, and more. Funded in part by the NYC Dept. of Health and Hygiene and Human Resources Administration, Bedford Green House supports and encourages a healthy lifestyle with an abundance of resources for the community at large. BGH features sustainable landscaped green roof, rooftop greenhouse, aquaponics growing system, horticultural therapy classes with year-round gardening, planned healthy cooking workshops, community playground, and backyard with recreational and exercise equipment.

Essential Duties and Responsibilities:

The essential duties of the Registered Nurse include but are not limited to the following activities:

- Reports to Director of Psychiatric Nursing Operation or their delegate in collaboration with the Medical Director of Psychiatric Services, Medical Director of Primary Care and Chief Medical Officer as needed
- Participates in weekly multidisciplinary clinical meetings. Provides initial health assessment for each client. Helps to identify medical problems among clients.
- Provides routine monitoring of clients' physical condition, triage of medical and psychiatric problems.
- Coordinates response to medical and psychiatric emergencies.
- Facilitates referrals to community-based psychiatric and primary care providers.
- Collaborates with facility psychiatrists, as well as with on-site and community-based medical and psychiatric services, as necessary.
- Provides outreach to clients when necessary, and in accordance with program policies on visiting tenants.
- Provides medication management, administration and teaching when necessary and appropriate and assists with the supervision of self-administration of medication.
- Provides ongoing health education and support to clients.
- Organizes education for clients and staff on health topics.
- Maintains documentation in compliance with agency policies and procedures.

Experience/Requirements

- New York State licensed registered nurse.
- Working with homeless population preferred
- Must have excellent oral, writing and listening skills.
- The ability to work independently, prioritize tasks, and create and coordinate schedules
- Must have the ability to interface with clients as well as all levels of staff.
- Must have knowledge of Microsoft Office, especially WORD and EXCEL

To apply: E-mail resume and cover letter indicating position and salary requirements: to internal.applicant@projectrenewal.org and for external applicants careers@projectrenewal.org

Agency: Project Renewal -- SHA
Site: Alcohol Crisis Center -- Other
Position: Registered Nurse
Job Location: Unknown

Posted: 10/28/2019 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info
Geneva Simonds x139
Email:

Job Description

The Support and Connection Center provides 24/7 short stay, engagement, stabilization and treatment services for adults with mental health and/or substance use issues referred directly by NYPD as an alternative to the traditional police responses of arrest, summons, or transport to an emergency room. Their infractions are non-violent, low level offenses including loitering, trespass, public inebriation, and disorderly conduct. Our goal is to help participants begin to identify and modify the behaviors that result in repeated police contact. There will be an OASAS licensed outpatient clinic on site that will provide services to participants who are eligible. The average length of stay is 5 days.

Overall Responsibilities:

The Registered Nurse is responsible for health assessments and wellness education for all facility participants. The Nurse will evaluate participants for admission to the SUD clinic including assessing withdrawal symptomatology and managing medication assisted treatment regimens, in addition, the nurse will manage the on-site medication system, administer decanoate injections when necessary, and coordinate with off-site providers.

Essential Duties and Responsibilities:

The essential duties include but are not limited to the following activities:

- Reports to Director of Nursing Operations in collaboration with Medical Director, Psychiatric Services and Medical Director, Primary Care Services
- Participates in weekly clinical meetings
- Provides initial health assessment for each participant. Helps to identify medical problems among participant
- Provides routine monitoring of participants' physical condition, triage of medical and psychiatric problems
- Performs COWS and CIWA assessments for SUD participants
- Administers medication for participants who are receiving MAT
- Coordinates response to medical and psychiatric emergencies
- Facilitates referrals to community-based psychiatric and primary care providers
- Collaborates with facility psychiatrist and psychiatric nurse practitioner, as well as with on-site and community-based medical and psychiatric services, as necessary
- Provides outreach to participants when necessary, and in accordance with program policies on visiting guests
- Provides medication management, administration and teaching when necessary and appropriate
- Provides ongoing health education and support to participants
- Organizes education for participants and staff on health topics
- Maintains documentation in compliance with agency policies and procedures

Experience/Requirements

- New York State licensed registered nurse
 - Working with homeless population and experience in an ambulatory or hospital-based withdrawal service preferred
 - Addiction medicine experience, and harm-reduction evidence-based care model preferred
 - Must have excellent oral, writing and listening skills. Spanish speaking a plus
 - The ability to work independently, prioritize tasks, and create and coordinate schedules
 - Must have the ability to interface with participants as well as all levels of staff
 - Experience working directly with people from diverse racial, ethnic and socioeconomic backgrounds
 - Must have experience with electronic health records and knowledge of Microsoft Office, especially Word and Excel
- To apply: E-mail resume and cover letter indicating position and salary requirements to: careers@projectrenewal.org

MA-MSW-CSW Required

Agency: Center for Urban Community Services -- SHA
Site: CUCS -- SHA
Position: Assistant Program Director
Job Location: Bronx

Posted: 10/28/2019 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info
Email:

Job 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 Social Workers and Clinical Supervisors. 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 oversees the on-site medical and psychiatric services and ensures the effective utilization of services. The Assistant Program Director, along with the Program Director, is responsible for guiding all staff to actively engage in the program as learners, culture-creators, and leaders. This position is central to fostering the mission and goals of the agency and to creating a program culture that is client-centered, outcome-oriented and dedicated to continuous quality improvement.

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/Requirements

- Licensed Clinical Social Worker (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

To apply go to www.cucs.org.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Social Worker**Job Location:** Bronx**Posted:** 9/30/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

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.

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.

Experience/Requirements

MSW, LMSW preferred
 Good writing and verbal communication skills
 Computer literacy
 Bilingual Spanish/English is preferred
 Supervisory 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

To apply go to www.cucs.org

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** PROGRAM DIRECTOR**Job Location:** Brooklyn**Posted:** 10/28/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Program Director is responsible for managing the daily operations of both programs, ensuring contract compliance, and meeting or exceeding performance measures required by funders. This position has significant decision making, supervisory, administrative, program management and service delivery responsibilities, including inter-team coordination and contract, regulatory and policy compliance. Additionally, this individual will be responsible for maintaining good relations with funders and stakeholders, housing partners and developing and maintaining a program culture that is person centered, outcome oriented and dedicated to continuous quality improvement.

Experience/Requirements

LCSW and minimum of 5 years post-masters applicable experience with related populations including supervisory, administrative, and management experience
 Strong writing and computer skills required.
 Computer literacy
 Experience in supportive housing preferred.
 Bilingual, preferred

To apply go to www.cucs.org.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** PROGRAM DIRECTOR**Job Location:** Brooklyn**Posted:** 9/30/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Program Director is responsible for managing the daily operations of both programs, ensuring contract compliance, and meeting or exceeding performance measures required by funders. This position has significant decision making, supervisory, administrative, program management and service delivery responsibilities, including inter-team coordination and contract, regulatory and policy compliance. Additionally, this individual will be responsible for maintaining good relations with funders and stakeholders, housing partners and developing and maintaining a program culture that is person centered, outcome oriented and dedicated to continuous quality improvement.

CUCS is an equal opportunity employer and values having a diverse applicant pool and workplace community.

Experience/Requirements

LCSW and minimum of 5 years post-masters applicable experience with related populations including supervisory, administrative, and management experience
 Strong writing and computer skills required.
 Computer literacy
 Experience in supportive housing preferred.
 Bilingual, preferred

To apply go to www.cucs.org.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Bronx**Posted:** 9/30/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people invites applications for a Social Worker position at The Sydelle, a 107 unit supportive housing program for low income and formerly homeless individuals and families. The population served includes individuals with histories of trauma, substance abuse and mental illness. At The Sydelle, we provide evidence based person-centered services that are recovery-oriented in order to help our clients live as full and satisfying lives as possible. The Sydelle is located in the East Tremont section of the Bronx.

The Social Worker at The Sydelle will carry a caseload of approximately 22 individuals and families. The Social Worker's role is to help clients to build full and satisfying lives by achieving goals that are meaningful to them. Responsibilities include, but are not limited to:

- Use a Person-Centered approach to help clients set goals, identify interests, and address concerns.
- Help clients to explore interest and involvement in employment, education, volunteering, and other adult role activities.
- Be a source of non-judgmental support.
- Help clients to identify positive ways of spending time.
- Get to know clients and their psychosocial history in order to provide strategic interventions and services.
- Help clients to understand and proactively address diagnoses (medical, psychiatric, substance abuse, etc).
- Use psycho-educational techniques to help clients understand and adhere to medication regimens, as well as advocate with their providers.
- Regularly assess risk factors for violence against self or others, and respond appropriately according to policy guidelines.
- Regularly coordinate care with all collateral contacts, including but not limited to family, providers, ACS and APS, Schools, etc.
- For family clients, maintain a strengths-based perspective to engage all members of the family in order to help improve family functioning.

The Social Worker serves on a team and is responsible for actively engaging in the program as a learner, culture-creator, and leader. The Social Worker will participate in and contribute to a program culture that is client-centered, outcome-oriented and dedicated to continuous quality improvement. The Social Worker is also expected to understand and support the management activities that ensure the good functioning of the team and the program as a whole. They may also be expected to provide oversight and support to their team in the absence of the team leader. The Social Worker may be assigned additional responsibilities.

Experience/Requirements

MSW required

Related experience in the mental health field, and/or working with families strongly preferred

Excellent outreach, assessment, written and verbal communication skills

Computer literacy required

Bilingual Spanish/English preferred

Recent and upcoming graduates and experienced clinicians encouraged to apply

CUCS requires that all full-time social workers who provide services within the LMSW scope of practice to be licensed within 6 months from date of hire

To apply go to www.cucs.org.**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Brooklyn**Posted:** 9/3/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Center for Urban Community Services (CUCS) seeks a bilingual 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.

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.

Hours: 8am to 4pm Monday through Friday

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

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Manhattan**Posted:** 9/3/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Social Worker position at the Intensive Mobile Treatment (IMT) program. The Intensive Mobile Treatment Team will work 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). IMT is a multi-disciplinary, flexible treatment modality that seeks to reduce the barriers to treatment and other services its participants are experiencing in order to help them live meaningful lives in the community. The team is a mobile and its members provide services wherever its participants are, including at home, in shelters, hospitals, jail, on the street or at the IMT office.

The Social Worker will be expected to contribute to a program culture that is person-centered, outcome-oriented, and committed to continuous quality improvement. The Social Worker will also provide:

- Screening and assessment (including for risk) of participants, families and /or significant others involved with the participant in order to develop person-centered treatment plans.
- Screening and assessment of participants for the treatment of co-occurring substance use disorders including involvement in an interdisciplinary assessment.
- Advocacy and coordination for recipients within the criminal justice and shelter system.
- Assistance for program participants in securing medical care, entitlements and other community supports that promote integrated physical and mental health, safety, well-being and recovery.
- Individual counseling that is trauma-informed and includes principles of Integrated Dual Disorder Treatment as appropriate.
- On-call support on a rotating basis for the 24-hour emergency line.

Experience/Requirements

- Master's Degree in Social Work required (LMSW will be required when required by New York State to provide Social Work services).
- Recent and upcoming graduates and experienced clinicians encouraged to apply.
- Post-masters direct service experience with substance abuse required.
- This person must possess strong assessment, written and verbal communication skills, and computer literacy.
- Bilingual Spanish/English preferred

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Bronx**Posted:** 10/28/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people invites applications for a Social Worker position at The Sydelle, a 107 unit supportive housing program for low income and formerly homeless individuals and families. The population served includes individuals with histories of trauma, substance abuse and mental illness. At The Sydelle, we provide evidence based person-centered services that are recovery-oriented in order to help our clients live as full and satisfying lives as possible. The Sydelle is located in the East Tremont section of the Bronx.

The Social Worker at The Sydelle will carry a caseload of approximately 22 individuals and families. The Social Worker's role is to help clients to build full and satisfying lives by achieving goals that are meaningful to them. Responsibilities include, but are not limited to:

- Use a Person-Centered approach to help clients set goals, identify interests, and address concerns.
- Help clients to explore interest and involvement in employment, education, volunteering, and other adult role activities.
- Be a source of non-judgmental support.
- Help clients to identify positive ways of spending time.
- Get to know clients and their psychosocial history in order to provide strategic interventions and services.
- Help clients to understand and proactively address diagnoses (medical, psychiatric, substance abuse, etc).
- Use psycho-educational techniques to help clients understand and adhere to medication regimens, as well as advocate with their providers.
- Regularly assess risk factors for violence against self or others, and respond appropriately according to policy guidelines.
- Regularly coordinate care with all collateral contacts, including but not limited to family, providers, ACS and APS, Schools, etc.
- For family clients, maintain a strengths-based perspective to engage all members of the family in order to help improve family functioning.

The Social Worker serves on a team and is responsible for actively engaging in the program as a learner, culture-creator, and leader. The Social Worker will participate in and contribute to a program culture that is client-centered, outcome-oriented and dedicated to continuous quality improvement. The Social Worker is also expected to understand and support the management activities that ensure the good functioning of the team and the program as a whole. They may also be expected to provide oversight and support to their team in the absence of the team leader. The Social Worker may be assigned additional responsibilities.

Experience/Requirements

- MSW required
- Related experience in the mental health field, and/or working with families strongly preferred
- Excellent outreach, assessment, written and verbal communication skills
- Computer literacy required
- Bilingual Spanish/English preferred
- Recent and upcoming graduates and experienced clinicians encouraged to apply
- CUCS requires that all full-time social workers who provide services within the LMSW scope of practice to be licensed within 6 months from date of hire

Agency: Center for Urban Community Services -- SHA

Site: CUCS -- SHA

Position: Social Worker

Job Location: Manhattan

Posted: 9/3/2019

Benefits: Unknown

FT/PT: FT

Hrs/Week:

Salary:

Pay/Hr:

Contact Info

Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035

Job Description

The Social Worker will provide a full range of clinical services to tenants, assist in program planning, development and implementation of group services with particular emphasis on mental health, chemical dependency and services to people living with HIV/AIDS. Additional responsibilities include involvement in evidence based practices such as Supported Employment and Motivational Interviewing.

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

The Christopher is a 166-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 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.
- Excellent outreach, assessment, written and verbal communication skills.
- Must be able to work effectively in a team.
- Computer literacy required.
- Bilingual Spanish/English strongly preferred

To apply go to www.cucs.org.

Agency: Girls Educational & Mentoring Services (GEMS) --**Site:** Girls Educational & Mentoring Services --**Position:** Residential Director**Job Location:** Manhattan**Posted:** 8/19/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Operations Department

Email: resumes@gems-girls.org**Job Description**

This statement of duties is for purpose of identifying this position but it is not limited to:

Maintain and promote the cooperative, harmonious, teamwork environment GEMS strives to promote within the workplace. Maintain and promote an atmosphere of dignity and respect in line within the philosophy and policies of GEMS to all residents and staff.

Supervise all house staff, residential counselors and case managers and report to the Chief Program Officer. Responsible for hiring shift counselors and providing ongoing support and training and ensuring open staff communication.

Maintain shift coverage and ensure 24 hour supervision at the residence and ensure utilization rates are high in both GEMS residences.

Ensure safety of residents and promote confidentiality. Comply with all Runaway and Homeless Youth regulations and Office of Violence Against Women regulations.

Maintain thorough and accurate records, files, correspondence and statistics; complete necessary documentation in a timely, accurate and complete manner. May include, but not limited to, case management notes and progress, notations in the TIL log, bed roster, incident reports, sign-in sheets and referrals.

Respond to crisis as needed and respond appropriately to emergencies including contacting appropriate staff, interacting with police, fire and medical personal as needed.

Set and contribute to as safe, therapeutic and empowering atmosphere by enforcing program policies and procedures.

Work in collaboration with staff and members to develop programming that facilitates around life-skills, self-care, personal interaction and healthy social relationships.

Participate in main office events, staff meetings and collaboration with all GEMS staff and members.

Sustain a nurturing and healthy household for all residents and staff alike.

Experience/Requirements

Master's degree in social work or related field of study

Prior experience working with youth required. Sensitivity to the needs of runaway and homeless and commercially sexually exploited youth;

Experience working with mental health related issues, complex trauma, substance abuse, domestic violence, HIV/AIDS related issues and crisis intervention techniques;

Strong written/oral communication skills; proficient in the use and operation of computers and basic MS applications

Supervisory experience required

Knowledge of youth development principals

Job Competencies

Attention to Detail

Attitude Toward Others

Emotional Control

Empathetic Outlook

Excellent written and verbal communication

Flexibility

Following Directions

Initiative

Meeting Standards

Multitasking

Personal Accountability

Project/Task and Goals Focus

Respect for Policies

Team Player

Behavioral Competencies

Adaptable

Organized Workplace

GEMS Core Values

Development Grounded

Trauma Informed

Culturally Competent

Gender Responsive

Strengths Based

Social Justice Oriented

GEMS Principles

Survivor Leadership

Transformative Relationship

Details at a glance

On-site Location

Full Time Schedule

Master's Degree Required

How To Apply

Please email a cover letter, resume and salary requirement with Residential Director in the subject line to our Operations Department resumes@gems-girls.org. WE WILL BE REVIEWING ONLY THOSE RESUMES WITH SALARY REQUIREMENT INCLUDED. No phone calls please!

SURVIVORS AND WOMEN OF COLOR ARE ENCOURAGED TO APPLY!

Location

201 West 148th Street, New York, NY 10039

Agency: Project Renewal -- SHA
Site: Alcohol Crisis Center -- Other
Position: Shelter Director

Posted: 10/28/2019 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info
Geneva Simonds x139
Email:

Job Location: Unknown

Job Description

Marsha's House is an 81 bed 24/7 emergency shelter for homeless young adults between the ages of 18 and 30 who identify as members of the LGBTQIA+ community. Our comprehensive services include case management, vocational counseling, job placement, peer counseling, recreational activities and housing placement assistance. Overall Description:

Under the general direction of the Vice President of Programs, with the widest latitude for independent action and decision making, the Shelter Director for Marsha's House is responsible for the overall management of the shelter, providing leadership, direction, guidance, coaching and direct and indirect supervision to the staff to enable them to implement the policies and program initiatives to effectuate the proper delivery of services to the targeted client population; performs related work. Essential Duties and Responsibilities:

The essential duties of the Shelter Director include but are not limited to the following activities: Overall responsibility for the management of the facility, as well as program development and implementation to ensure the objectives of the programs are being achieved; that clients are being referred to programs, and are addressing the issues in their Independent Living Plan; initiates corrective action as appropriate Management of the substance use scatter site programs, including programs' budget; payroll documentation, employee performance reviews, recruiting/discharging staff, arranging in-service training schedule, and coordinating with Project Renewal's other services

- In conjunction with the Assistant Shelter Director, has overall responsibility for the day-to-day operation of the facility with respect to workload allocation and staff productivity; insuring the shifts are adequately staffed; basic services are being provided to clients; and the interior and exterior of the facility are clean and conform to established standards
- In collaboration with the Clinical Director, determines policy for the clinical programs. Ensures that the Clinical Director and staff are providing quality care to the clients and ensures comprehensive as well as individualized plans for clients. The Director participates in the weekly Case Review meetings
- Manages the personnel allocation for the shelter, including hiring staff, monitoring performance, mentoring and career development, initiating disciplinary action, including termination, where appropriate. Also, ensures staff development and training on an individual and group basis
- Ensures that staff is adhering to agency guidelines regarding any procurement of goods and services and that documentation is provided to the Facilities, Operations, and Finance Departments to facilitate timely payment to vendors
- Works closely with fiscal department to monitor and manage program budget with responsibilities including but not limited to expense management, appropriate budget spend down and budget modification requests
- Creates collaborative partnerships with Project Renewal's portfolio of programs to effectively integrate available resources into Marsha's House programming
- Handles community relations activities which include maintaining a positive relationship with the neighboring community and overseeing outreach and creation of partnerships with community-based service providers particularly within the LGBTQIA+ community
- Regularly meets with direct reports on an individual and group basis to clarify roles and approaches to delivering services to the clients, making corrective recommendations as appropriate
- Ensures that the facility is in compliance with all state and local regulations and reporting requirements, especially Health and Safety requirements, and that staff has required certifications and training to comply with the requirements of the oversight agencies
- Ensures that all information on Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) is prominently displayed and observed by all staff
- Interfaces with other city/state agencies as needed to better serve the clients, ensuring the timely completion of weekly, monthly or annual reports
- Ensures timely submission of supporting documents to respond to federal, state and city audits as well as any legal claims or lawsuits filed by clients and staff
- Available to respond to emergencies on a 24/7/365 basis, especially after normal work hours and on weekends

Experience/Requirements

- A Master's degree in social work, public administration, psychology or a related field or a Bachelor's Degree with supervisory experience is required
- A minimum of five (5) years of progressively responsible experience working with mentally ill individuals or homeless individuals with either a diagnosis of mental illness or a substance addiction, or managing a residential building providing services to homeless individuals
- Two (2) years of the required experience must have been in a managerial or supervisory capacity
- Demonstrated ability to manage and motivate staff to accomplish stated goals and objectives of the program while developing their individual and group skills
- Experience working directly with people from diverse racial, ethnic and socioeconomic backgrounds
- Must collaborate with our Performance Evaluation and Quality Assurance Department (PEQA) and develop/ exhibit the ability to independently evaluate and manage program performance using data
- Candidates with lived and/or work experience in the LGBTQIA+ community are strongly preferred
- Must be able to develop and grow a culture of commitment, accountability and high performance at all levels of program staff
- Through demonstration, develops and fosters a team spirit to enable staff to overcome the challenges of providing needed services to a special client population
- Excellent oral, writing and listening skills must be a component of the management style of the Director
- The ability to work well in a highly pressured environment, and meet the short term and long-term mandates of the program
- An ability to interface with clients as well as all levels of staff
- Knowledge of case management software as well as a proficiency in Microsoft Office Suite

To apply: E-mail resume and cover letter indicating position and salary requirements: to careers@projectrenewal.org

Agency: Project Renewal -- SHA
Site: Alcohol Crisis Center -- Other
Position: Social Worker, LMSW
Job Location: Unknown

Posted: 10/28/2019 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info
Geneva Simonds x139
Email:

Job Description

The Public Health Diversion Center provides 24/7 short stay, engagement, stabilization and treatment services for adults with mental health and/or substance use issues referred directly by NYPD as an alternative to the traditional police responses of arrest, summons, or transport to an emergency room. Guests are referred to the Diversion Center when their infractions are non-violent and/or low-level offenses such as loitering, trespass, public inebriation, and disorderly conduct. The goal of the Diversion Center is to help guests begin to identify and modify the behaviors that result in repeated police contact. An OASAS licensed outpatient clinic, located on site, provides services to guests who are eligible. The average length of stay is anticipated to 5 days.

Overall Responsibilities:

Under the general direction of the Clinical Director, the Social Worker/LMSW conducts rapid assessments, engages guests in wellness, discharge, and aftercare planning, and facilitates linkages to community services and residential settings.

Essential Duties and Responsibilities:

The essential duties include but are not limited to the following activities depending on the assigned shift:

- Provides direct care to guests, including conducting assessments to identify the full range of service needs
- As the primary counselor for a designated caseload - collaborates with the full on-site team to ensure coordination of care
- Counsels guests through individualized and group sessions on issues such as wellness self-management, and community integration skills
- Identifies and makes referrals for community-based treatment and support services.
- Participates in daily team meetings
- Inputs guest information and updates into the facility's case management software system, ensuring all data is accurate and entered in a timely fashion

Experience/Requirements

- Master's Degree in Social Work, NYS LMSW required
- A minimum of four (4) years of progressively responsible post-graduate experience working with homeless and criminal justice involved individuals with either a diagnosis of mental illness or a substance use disorder; including experience in emergency or crisis services
- The ability to work well in a highly pressured environment set and meets deadlines and delegate as appropriate
- An ability to interface with guests as well as all levels of staff
- Knowledge of case management software as well as a proficiency in Microsoft Office Suite
- A minimum Excellent oral, writing and listening skills

To apply: E-mail resume and cover letter indicating position and salary requirements: to internal.applicant@projectrenewal.org and for external applicants careers@projectrenewal.org