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CUCS JOBS JOURNAL

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

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

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

The next issue of the Jobs Journal will be published **February 3, 2020.**

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

Tuesday, January 21, 2020

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.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Peer Specialist**Job Location:** Bronx**Posted:** 12/9/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

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

Community Access' Bronx IMT Team will serve individuals with mental health conditions who are street homeless or living between institutional settings and housing. Team members will work collaboratively with settings in which the participant is living and use assertive engagement strategies to proactively engage individuals in services. IMT team members share responsibility for the people they serve, helping individuals attain housing and other personal goals that may be of a health, social, work or education nature.

Position Overview

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

Position Type: Full Time

Position Location: Bronx

Salary: \$21.64 / Hour

Essential Job Functions**Peer Specialist activities:**

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

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

- Teach coping strategies based on personal experience.

- Assist participants with acquiring symptom management skills.

- Assist in identifying and clarifying rehabilitation and recovery goals.

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

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

Comprehensive IMT service activities:

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

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

- Provide IMT treatment services including:

 - Service planning and coordination

 - Support with obtaining housing

 - Developing social connections

 - Strengthening family and other relationships

 - Developing independent living skills and obtaining necessary resources

 - Accessing and accessing education and training

 - Providing employment supports (job search, placement and support); entitlement and financial management; empowerment and self-help

 - Promoting wellness self-management with a focus on the development of coping skills

 - Support with medications; and weekly groups.

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

- Complete crisis intervention and relapse prevention plans.

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

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

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

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

Experience/Requirements

- New York Certified Peer Specialist (NYCPS)

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

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

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

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

- Must be able to work in the community, including use of public transportation

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

- Bilingual Spanish-speaking, preferred

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

HS Diploma/GED Required**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Benefits Advisor**Job Location:** Queens**Posted:** 1/6/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

CUCS operates two Single Stops on Riker's Island. Our goal is to reduce recidivism rates at Riker's Island by assisting low income New Yorkers in taking initial steps towards self sufficiency. We address basic concerns onsite that may otherwise complicate successful re-entry into the community when released: acquiring benefits, addressing outstanding civil legal concerns and inaccurate documentation regarding criminal histories. We are a diverse team who are hard working, client centered and willing to do whatever it takes to get the job done.

The 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.

CUCS is committed to workforce diversity. EEO

We encourage all eligible employees to apply. Qualified candidates will be contacted regarding scheduling an interview.

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:** 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

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

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Early AM Outreach Case Manager**Job Location:** Manhattan**Posted:** 1/6/2020**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:** 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 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 go to www.cucs.org.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Peer Specialist (IMT)**Job Location:** Manhattan**Posted:** 1/6/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

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

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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Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Case Manager**Job Location:** Manhattan**Posted:** 11/25/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Per Diem Case Manager works alongside the Per Diem Social Worker in providing the following services: outreach and engagement, crisis intervention and provision of general assistance, and facilitation of organized groups and activities. The Per Diem Case Manager is expected to demonstrate strong skills in critical thinking and assessment and to actively support and work to accomplish the agency's mission and the program's specific goals and objectives.

Summary

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 Lee. The Lee, located on the Lower East Side of Manhattan, is a 262 unit supportive housing residence for low income tenants, many of whom have histories of mental illness, homelessness, substance abuse, HIV/AIDS, and/or other chronic medical conditions. Managed by Breaking Ground, The Lee building hosts two social service programs, CUCS and The Door. CUCS provides comprehensive on-site social services to 207 tenants using a recovery orientation, which includes evidence based practices such as Supported Employment, Motivational Interviewing and Wellness Self Management.

To apply go to www.cucs.org.

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

Note: A Bachelor's degree may be substituted for one year of experience.

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: Center for Urban Community Services -- SHA

Site: CUCS -- SHA

Position: Per Diem Case Manager

Job Location: Brooklyn

Posted: 11/25/2019

Benefits: Unknown

FT/PT: PT

Hrs/Week:

Salary:

Pay/Hr:

Contact Info

Email:

Job Description

The Per Diem Case Manager works alongside the Per Diem Social Worker in providing the following services: outreach and engagement, crisis intervention and provision of general assistance, and facilitation of organized groups and activities. The Per Diem Case Manager is expected to demonstrate strong skills in critical thinking and assessment and to actively support and work to accomplish the agency's mission and the program's specific goals and objectives.

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

Summary

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

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

Experience/Requirements

High School diploma; one-year direct practice experience in mental health and/or Substance Abuse Treatment.

A Bachelors Degree may substitute for one-year experience.

Good verbal and written communications skills

Computer literacy.

Bilingual Spanish/English preferred.

To apply go to www.cucs.org

Agency: Community Access -- SSA
Site: Community Access -- SSA
Position: ACT Team Program Assistant

Posted: 1/21/2020
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
HR Dept.
Email:

Job Location: Bronx

Job Description

Assertive Community Treatment (ACT) is an evidence-based, mobile practice model designed to provide treatment, rehabilitation and support services to individuals living with a serious mental health condition and whose needs have not been effectively met by traditional mental health services.

Community Access' Bronx Shelter ACT Team serves individuals with mental health conditions who are homeless within a Bronx mental health shelter, or who have recently obtained housing following their stay in the shelter system. Team members will work collaboratively with shelter staff in the Bronx and use assertive engagement strategies to proactively engage individuals in services. ACT team members share responsibility for the people they serve, helping individuals attain housing and other personal goals that may be of a health, social, work or education nature.

Position Overview:

The ACT Program Assistant helps to manage and administer ACT Team services. The position functions to support the Director and staff in the primary areas of: intake and admission; quality assurance; office management and acts as an primary point of contact for team communication and service continuity, including managing request and needs for service by triage calls and assist in the coordination of care.

The Program Assistant provides administrative and fiscal support for the Medicaid-billable services, conducts daily follow-up for program documentation, and oversees monthly reports within Community Access and to external agencies. The Program Assistant is responsible for ensuring charts and documentation meets the standards and expectations set forth by funders.

Position Location: Bronx Mobile Team

Position Type: Full Time

Position Salary: Based on experience

Essential Job Functions:

- Support Program Director in guiding day-to-day operation of CA's Bronx Shelter ACT Team, and assuming some of his/her responsibilities in their absence.
- Assists with oversight of quality assurance of program by:
 - Maintaining medical records, charts, minutes, and electronic data to ensure compliance with NYS OMH, Medicaid, NYC DOHMH and other participating government and non-government entities;
 - Assisting team with AWARDS data entry, real-time updating of information, and completion and maintenance of records;
 - Facilitating scheduling of follow-up care after hospitalization or emergency room visit;
 - Conducting weekly diligent searches for participants deemed lost to contact;
 - Completing internal reports to track program indicators.
- Conduct participant health insurance eligibility checks and ensure accurate and up-to-date eligibility information is maintained in AWARDS;
- Inform staff of participant needs for Medicaid recertification;
- Liaise with MCOs regarding participant billable status, ensuring documentation is faxed and transmitted to MCOs to authorize services and medications;
- Function as point of contact for all communication with insurance companies;
- Charts to assist staff with ensuring all documentation is complete for billing;
- Coordinate with agency billing staff to ensure accurate and timely monthly billing and resolution of denials of denials
- Oversee intake and admission documents
- Screening new referrals and entering referral/new chart information in AWARDS;
- Coordinating with referring agency source to schedule intake appointment or warm-handoffs;
- Enrolling new participants and processing intake paperwork.
- Responsible for administrative duties including
 - Preparing check requests, code and process invoices according to accounting and AR systems and procedures;
 - Participating in team meetings and minute taking, and communicate scheduling, program information and participant priorities as needed to staff as they provide field-based services;
 - Maintaining a tidy office environment for staff and program participants;
 - Assisting with development, maintenance and updating of program materials, forms, etc.;
 - Managing upkeep of office equipment and supplies; assisting with copying, faxing, mailing, answering and responding to calls and correspondence.

Experience/Requirements

- Commitment to person-centered treatment strategies, upholding participants' rights, and self-determination in service provision.
- Minimum of high school diploma or equivalent, Bachelor's Degree preferred.
- Previous administrative experience, preferably in a behavioral health or human services program setting.
- Excellent diplomacy, poise and social skills applicable to working with participants facing crises and stress.
- Must maintain confidentiality and have the ability to exercise a high level of judgment/discretion.
- Demonstrated experience creating and maintaining efficient administrative and operational systems.
- Knowledge of electronic health records, AWARDS preferred;
- Proficiency in MS Word, Excel, PowerPoint, and Microsoft operating systems; Community Access Bronx Shelter ACT Team is a paperless program and requires strong computer proficiency
- Exceptional communication skills
- Bilingual Spanish-speaking preferred
- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Must be fingerprinted and cleared by the New York State Justice Center

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Facilities Manager**Job Location:** Citywide**Posted:** 1/21/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The facilities department supports the development and operations of Community Access' buildings through activities which in conjunction with building staff, establishes and maintains high industry standards. The department also identifies best practices and standards for facilities and environmental quality, and assists in the development and provision of workforce training system for building maintenance and operations staff.

Overview:

The Facilities Manager is responsible for providing internal consultative services to the housing department to assist with effective management of the physical maintenance of both residential and commercial facilities. The Facilities Manager provides expertise with a goal of maintaining compliance with all building codes, certifying body physical plant requirements, and all agency policies and procedures. The Facilities Manager will oversee the optimal operation of all agency properties to ensure that residents and staff are provided with a safe and adequate living/working environment.

Position Location: Manhattan & Bronx

Position Type: Full-Time

Position Salary: Mid 70's (based on experience)

Essential Job Function

Participate in energy monitoring and reporting activities, including bench-marking (Local Law 84) & Local Law 87 (energy audits) -- prepare required reports, schedule required energy audits.

Develop and maintain capital plans for each site; monitor plan, schedule replacements and work as called for in plan.

Monitors maintenance of all properties to ensure good condition and compliance with all building codes, certifying physical plant requirements through scheduled inspections and Program feedback, including periodic detailed inspections of each site with relevant program, building and property management staff.

Assist with the development and overall implementation of agency-wide preventive maintenance program to ensure that all building systems and equipment are being maintained at their optimal level. Provide ongoing assessment of preventative maintenance program and ensure that the program is being implemented correctly

Provide internal consultation (including but not limited to advice, troubleshooting and/or oversight) for major building systems (boilers, central AC, elevators, roofs, plumbing, electrical, fire alarms, intercoms, sprinklers) maintenance and repair issues.

Schedule and oversee execution of 3-year cycle painting with PDs, supers and property management staff.

Provide overall direction and training to assigned supervises and his/her direct reports, so that agency and department goals are communicated effectively, job performance is continuously evaluated and appropriate training is provided.

Work with the Director of Real Estate with the development, coordination and implementation of policies and procedures, which maintain optimal safety and security agency-wide, including the creation of a site specific maintenance handbook and preventive maintenance plan.

In conjunction with the Purchasing Department, initiate solicitation of service and maintenance contracts (e.g., elevator, fire alarm, HVAC, landscaping, irrigation, exterminating, sprinkler), and inspection contracts (e.g., elevator, sprinkler, fire alarm, backflow preventer, boilers); and monitor vendor performance under these building-related contracts.

Assist with coordination of scheduling back-up for supers and maintenance staff during vacations and leaves, through the use of the Senior Maintenance Mechanic Floater

Coordinate, monitor and approve, in conjunction with program and Director of Real Estate, major repair work and renovations.

Work with Purchasing department to develop and maintain an efficient and efficacious bidding program, and vendor performance management system.

Monitor and report on compliance with Building Dept. and Fire Dept. regulations.

Oversee in conjunction with onsite maintenance staff, corrections of DOB violations.

Oversee and process corrections of EBC violations that relate to building systems (e.g., elevators and boilers; also FDNY and DEP-issued violations

Provide response to and coordination of emergency repairs, due to fire, flood, etc.

Oversee the provision of facilities/maintenance work for the 17 battery place in conjunction with the Office Services Department, as well as East Village Access and the Howie the Harp sites.

Serve as primary coordinator of bed bug exterminations, in conjunction with building staff and PPI.

Review and approve orders of janitorial and maintenance supplies to ensure established materials safety standards, including approved janitorial/maintenance inventory list for new programs.

Participate in apartment selection process with program staff, for TAP and OMH Supported Housing-including floor plan review. As needed, work with program directors to ensure that necessary repairs are made on OMH Supported Housing units.

Provide technical training to the Building Superintendents and Maintenance Workers/Mechanics as needed. In emergencies, may be required to perform skilled maintenance work as needed.

Prepare monthly written status reports to the Director of Real Estate, including updates on routine and emergency activities

Inform the Director of Real Estate of any and all situations which may require corrective actions by consultants, contractors, vendors, mechanics, or other specialized services.

Attend and participate in all scheduled departmental and agency meetings and training as required/directed.

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

Five (5) to seven (7) years experience in building/residential housing maintenance or property/facilities management.

Minimum of a high school diploma or equivalent (GED) - BA in related field a plus.

Demonstrated administrative experience, with a minimum of five (5) years of supervisory experience, required.

Must have considerable knowledge of building construction and maintenance; HVAC systems including installation and repair; housing, building and fire safety code requirements.

Must carry cell phones and respond to all emergency calls on a 24-hour basis.

Must be able to provide back up to Building Superintendents as needed.

Must possess the aptitude for, and work skills in, carpentry, electricity, plumbing, masonry, etc.

Must have excellent management and supervisory skills, including excellent communication skills and effective decision-making skills.

Must possess and maintain a valid New York/New Jersey State driver's license.

Must have the ability to plan and schedule work for several moderate-sized buildings, including over site of maintenance staff.

Must possess and maintain Certificate of Fitness for standpipes and fire alarm systems or be willing to obtain them within ninety days of hire as a condition of employment.

Must be fingerprinted and cleared by the Office of Mental Health (OMH).

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

Bilingual Spanish-speaking, a plus.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Front Desk Receptionist**Job Location:** Bronx**Posted:** 12/9/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Front Desk Receptionist is responsible for monitoring the safety of the tenants and the building while on shift. The Front Desk Receptionist interacts with tenants, guests and staff in a professional and courteous manner.

Core Principles

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

- Respectful communication
- Professionalism
- Flexibility
- Responsiveness

Position Type: Full Time

Position Location: Bronx

Essential Job Functions

- Monitor the safety and security of building and its tenants and report any problems or needs.
- Monitor and ensure consistent and proper application of agency's visitor identification policy.
- Monitor and report to program staff any problems caused by tenants who do not observe house rules.
- Monitor the proper functioning of building systems and notifying superintendent about irregular situations.
- Observe and, using the desk log, record conditions including potential problems in the building every two hours during the shift or more often if conditions require.
- Answer phones, take messages, and provide routine information about Community Access and the Supportive Housing Program.
- Prepare work orders for repair and maintenance problems reported by tenants or observed during shift.
- Follow the agency's emergency protocol, consult with senior staff before calling 911, or call 911 first when the emergency requires.
- Work with emergency personnel when they arrive to acquaint them with issues involving tenants or the building.
- Provide support to tenants, listen to their concerns, and direct them to their service coordinators.
- Monitor goods and materials being taken from the building to reduce the likelihood of theft.
- Complete incident reports according to agency guidelines.
- Handle packages in accordance with package policy.
- Follow procedures according to the front desk manual and maintain a clean and orderly reception area.
- Review the desk log from previous week, or since most recently worked shift.
- Monitor fire alarm station, correct and record malfunctions, and follow the prescribed procedure for dealing with false alarms and fires.
- Monitor activities in the building using the closed circuit television.
- Report problems to supervisor.
- Attend staff meetings and trainings as required.
- Perform other duties as assigned.

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

Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Minimum of a high school diploma or equivalent (GED).
- Ability to interact with people in a professional and courteous manner.
- Previous experience in customer service, preferred.
- Possess appropriate telephone manner.
- Commitment to recovery oriented practice.
- Be skilled in conflict mediation/negotiation and have a pro-active approach to problem solving.
- Strong organizational skills.
- 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 work independently and as part of a team.
- Ability to maintain confidential information, as related to position.
- Must be able to pass FDNY tests for certifications that may be required at particular sites (e.g., fire guard certificate, certificate of fitness for fire alarm panels) within three tries (if applicable).
- Bilingual Spanish-speaking, preferred. Ability to speak other relevant languages, dependent upon specific needs of tenants.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Housing Counselor**Job Location:** Manhattan**Posted:** 1/21/2020**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 transitional housing community of 12-24 residences with mental health concerns and provide support to in the areas of ; meal preparation and coordination, medication monitoring, house management, ADL training and coaching, and socialization events.

Position Type: Per- Diem

Shifts Available: Flexible 8am-4pm | 4pm -12am | 12am -8am.

Position Location: Manhattan: (Lower East Side)

Position Salary: \$16.32

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.

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

- 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

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

- Ability to lift 40 lbs

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Part Time - Housing Counselor**Job Location:** Bronx**Posted:** 1/21/2020**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

Community Access leads the fight against New York City homelessness - as a provider of quality supportive housing since 1974, and through sustained advocacy for more housing.

The affordable housing model brings together various populations, including individuals with psychiatric disabilities, low-income families, veterans, and youth aging out of foster care.

Position Type: Part-Time

Position Location: Bronx Locations - Vyse Avenue

Position Schedule: Weekend 4pm - 11pm

Salary: \$16.32

Position Overview

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.

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:** Peer Bridger**Job Location:** Unknown**Posted:** 1/21/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Peer Advocate's primary responsibilities involve helping peers to connect with and maintain relationships with mainstream resources to more actively participate in their communities. Fostering community involvement, integration and citizenship includes: planning and executing community gatherings where ideas and interests are cultivated; facilitating networks and opportunities for participants to be heard and learn from each other; delivering groups and activities where participants can build confidence and learn meaningful skills; and connecting participants with needed resources.

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

- Plans, organizes and executes community-based events that help participants explore and nurture interests and hobbies

- Assists individuals to enhance awareness of personal interests and preferences, awareness of environmental resources and making informed decisions regarding participation

- Assists individuals in connecting with other peers, using their strengths and skills to build sustainable relationships, and taking on leadership roles in developing new social networks through RC.

- Assists with creating and maintaining a comprehensive database of community partners, such as parks and recreation, local art councils, nature organizations, co-ops, museums, service groups, etc.

- Facilitates meetings, groups and discussions, building social networks and opportunities for peer support

- Plans and delivers group-based learning opportunities including: self-advocacy, decision-making and self-reliance, making and keeping social connections, work readiness, literacy, etc.

- Undertakes creative outreach and follow-through strategies to establish ongoing connections among participants and with community resources

- Undertakes active in-reach to facilities including hospitals, jails and shelters to identify participants who are interested in engaging RC

- Collaborate with health centers, CBOs, hospitals, probation and parole in supporting persons as they become involved in their own communities.

- Provide information, support and linkages to facilitate and sustain community connections.

- Advocate with and for participants to promote access to community services, proactively addressing potential barriers such as transportation, fear, stigma and communication with others.

- Completes and submits all internal documentation including participant-related data such as plans, notes and employment or referral-related outcomes in AWARDS.

- Participates in data collection and recording related to outcomes and other program, agency or funder/ contactor priorities

- Ability to travel and work afternoons, evenings and weekends.

- Attend/conduct workshops, trainings and community events as needed.

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

- Perform other duties as assigned.

Experience/Requirements

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

- Recipient/survivor of mental health services, required; personal experience with the criminal justice system preferred.

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

- Minimum of two (2) years of experience providing peer support, advocacy, community outreach or organizing or related support services, required.

- Minimum of three (3) years of experience working in behavioral health and/or criminal justice service setting.

- Must be fingerprinted and cleared by the Office of Mental Health (OMH).

- Possess strong understanding and practice of recovery, wellness and employment services.

- Resourceful and possesses strong organizational skills.

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

- Excellent oral and written communication skills.

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

- Be creative and flexible.

- Show initiative and be responsible for follow through.

- Ability to travel and work afternoons, evenings and weekends.

- Ability to maintain confidential information, as related to position.

Agency: Community Access -- SSA
Site: Community Access -- SSA
Position: Training Implementation Spclst
Job Location: Manhattan

Posted: 12/9/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
HR Dept.
Email:

Job Description

The Training & Implementation Specialist will promote organizational learning and implementation of Community Access' harm reduction and rights-based practice approach; assist in the design and delivery of a comprehensive training program for Community Access staff; provide expertise, guidance, resources and tools for programs and staff to increase their capacity to carry out harm reduction, rights-based, trauma-informed services in their work; promote an agency culture of learning.

Position Type : Full Time
Position Location: 17 Battery Place
Salary: Mid \$50's (Based on experience)

Essential Job Functions:

- Serve as agency trainer/facilitator, coach and resource in harm reduction and other rights' based service delivery approaches for staff during Core training, workshops, manager meetings/trainings' and other learning opportunities as needed
- Develop agency curriculum, tools and resources to assist staff in various roles to utilize harm reduction skills and other rights-based, trauma-informed service delivery approaches in their work
- Create online training courses and programs on topics as assigned, utilizing BRIDGE Learning Management System (LMS) tools and Articulate software
- Serve on the Harm Reduction Committee in a support capacity:
- Provide guidance, support and management for projects and activities of the committee, with a focus on implementing the harm reduction approach throughout the agency
- Schedule and co-facilitate monthly committee meetings
- Maintain organizational-wide safer use supplies inventory in stock and prepared for use; ensure programs are following CA Safer Use Supplies distribution guidance
- Provide administrative support for Training Department activities, including but not limited to entering records of attendance, note taking at meetings, training room set-up/clean-up, food ordering, etc.
- Contribute to Training Department goal setting and project completion
- Participate in agency committees, meetings and work-groups to further implementation of agency learning, as required
- Attend and participate in supervision, meetings and training sessions, as required and as scheduled

Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access, with particular expertise in harm reduction, and a rights-based service approach
- Minimum of a high school diploma or equivalent (GED) – Bachelor's degree, preferred
- Minimum 2 years' experience working within a harm reduction/rights' based service approach (personal experience participating in harm reduction/mental health services may substitute for up to 1 year of work experience)
- Commitment and ability to communicate and engage staff on implementation of CA values and practice approach
- Ability to transfer knowledge and skills in areas such as, but not limited to: engagement, harm reduction, trauma-informed services, working with individuals in distress/crisis, person-centered approach, developing ethical and supportive relationships, etc.
- Ability to effectively create and deliver training and technical assistance using a variety of instructional techniques such as didactic lecture, role playing, experiential learning, team exercises, group discussions, multi-media, etc.
- Ability to travel to various agency locations throughout Manhattan, Brooklyn and the Bronx
- Demonstrated leadership skills and ability to work as part of a team
- Excellent oral and written communication skills
- Strong time management skills: ability to effectively manage workload so as to simultaneously plan and meet short term and long term deadlines
- Ability to utilize various computer programs, such as Microsoft Word, PowerPoint, Excel, BRIDGE LMS, Articulate, etc.
- Be creative and flexible
- Show initiative and be responsible for follow through
- Ability to maintain confidential information, as related to position
- Must be fingerprinted and cleared by the Office of Mental Health (OMH)
- Bilingual Spanish-speaking, preferred. Ability to speak other relevant languages, dependent upon specific needs of program participants

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

Experience or BA Required

Agency: CAMBA -- SSA**Site:** -- Aff.**Position:** Attorney**Job Location:** Citywide**Posted:** 12/9/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Chanelle Nau

Email:

Job Description

There are vacancies in Brooklyn and in Staten Island

The Housing Unit, in particular, preserves affording housing for Brooklyn's low-income communities through representation of low-income individuals and families throughout Brooklyn who are facing threats of eviction, harassment, or issues of habitability. Additionally, we advocate on the behalf of clients to retain or attain crucial public benefits that can preserve affordable housing.

The Housing Attorney is expected to:

- Provide direct legal representation and advice to the clients of CAMBA Legal Services.
- Litigate cases in housing court, administrative forums, and other state and federal courts on behalf of people facing eviction, and in affirmative cases challenging actors who threaten Brooklyn residents' ability to obtain or retain affordable housing
- Regularly appear in court, persuasively advocate for clients, conduct interviews, draft motions, prepare for trial, and negotiate settlements
- Display an understanding and sensitivity to the lived experiences of our diverse clientele.

Experience/Requirements

- Juris Doctorate
- Licensed to practice law in NY State or eligible for Admission by Motion to NY State.
- Must be admitted to New York State Bar or be eligible for admission
- Knowledge of, and experience in, landlord/tenant law preferred
- Demonstrated commitment to poverty law and social justice work
- Superb analytical, writing, and communication skills; ability to multi-task in fast-paced environment; excellent organizational skills
- Ability to converse with clients in a language other than English preferred (Haitian/Creole, Arabic, Spanish, Russian, etc.)

HOW TO APPLY:

Please send resume, writing sample and cover letter in MS word attachment to:

submitresumes@CAMBA.org. Please write "Attorney I (Housing), CAMBA Legal Services (CLS)--Housing Unit" in subject of e-mail.

BA/BS Required**Agency:** CAMBA -- SSA**Site:** -- Aff.**Position:** Program Director**Job Location:** Brooklyn**Posted:** 12/9/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Chanelle Nau

Email:

Job Description

Who We Are: CAMBA is a community of staff, volunteers, clients, donors, neighbors and partners who work together to build an inclusive New York City, where all children and adults have access to the resources and supports they need to thrive. We take a comprehensive approach by offering more than 160 integrated programs in: Education & Youth Development, Family Support, Job Training & Employment Support Services, Health, Housing, and Legal Services. We reach more than 65,000 individuals and families each year at our 90 locations, including 10,000 youth. CAMBA serves a diverse cross section of New Yorkers from new mothers in Brownsville to job seekers in the Rockaways. More than half of our clients are immigrants and refugees from around the globe. Over 85% of our families are in living in poverty, reflecting the challenges faced by nearly 1.7 million New Yorkers today. CAMBA's Opportunity House (COH) is a 62 bed men's general population shelter funded by New York City Department of Homeless Services located in downtown Brooklyn. COH offers clients a supportive, structured therapeutic, safe, and drug-free facility. Homeless men are provided with comprehensive services to stabilize their condition in order to successfully transition into to permanent and/or supported housing.

Responsibilities:

- Communicate with peers in other CAMBA shelters and external agencies on issues related to client progress and best program practices.
- Work with all staff to set staff performance targets in accordance with contract requirements.
- Oversee all program operations and manage direct reporting program staff and their subordinates.
- Develop and implement Quality Assurance measures to ensure quality service delivery to clients.
- Ensure that all client files and program files are kept in compliance with CAMBA's and funder's standards.
- Direct, coordinate, supervise and document programmatic activities facilitated by direct reporting staff.
- Observe staff engaging with clients and/or supervisors and their direct reports.
- Conduct client and program progress reviews with staff.
- Prepare, review and ensure the accuracy and timeliness of, contract reports and statistical information for both CAMBA management and funder use.
- Analyze program and demographic data to make programmatic improvements.
- Oversee onsite and organize offsite training opportunities for professional development of staff.
- Ensure that the site meets all regulatory compliance (i.e.-health, DHS, OTDA, Callahan, RSRI, safety, and fire department).
- Ensure that all housing goals, targets, and performance outcomes are met on a monthly/quarterly/annual basis.
- Ensure staff utilization of electronic database and conduct oversight to ensure data integrity.
- Direct and coordinate the hiring and firing of shelter staff (in consultation and agreement with Human Resources).
- Liaison with community leaders and groups to build connections, gain support and troubleshoot issues/concerns.
- Initiate and proactively create solutions to address gaps in shelter services or staff performance (i.e., basic computer training use of technology).
- Address and implement resolutions to client/staff complaints in a timely manner.
- Develop and implement crisis prevention and/or intervention strategies to ensure a safe and secure environment.
- Interact and troubleshoot issues with subcontractors and vendors (i.e.-food, medical, laundry, technology, etc.)
- Review and sign time sheets.
- Prepare performance appraisals for direct reporting program staff.
- Participate in staff/funder/community and all outside agency meetings as requested.
- Immediately report to the appropriate Vice-President any: monitoring visits or funders' events; significant events; any incident that might subject CAMBA to liability.
- Confer with the Vice-President and/or other CAMBA management staff as needed regarding programmatic and personnel issues.
- May interact with funders.
- May have direct client service/program responsibilities in addition to the above.
- Tasks may be modified, expanded and/or assigned over time.

Experience/Requirements

- Bachelor's degree (B. A.) and three years of applicable experience and/or equivalent experience. Master's degree preferred. (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).
- Ability to be on call 24 hours a day, 7 days a week.

Agency: CAMBA -- SSA
Site: -- Aff.
Position: Program Director
Job Location: Brooklyn

Posted: 1/21/2020
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
 Chanelle Nau
 Email:

Job Description

Who We Are: CAMBA is a community of staff, volunteers, clients, donors, neighbors and partners who work together to build an inclusive New York City, where all children and adults have access to the resources and supports they need to thrive. We take a comprehensive approach by offering more than 160 integrated programs in: Education & Youth Development, Family Support, Job Training & Employment Support Services, Health, Housing, and Legal Services. We reach more than 65,000 individuals and families each year at our 90 locations, including 10,000 youth. CAMBA serves a diverse cross section of New Yorkers from new mothers in Brownsville to job seekers in the Rockaways. More than half of our clients are immigrants and refugees from around the globe. Over 85% of our families are in living in poverty, reflecting the challenges faced by nearly 1.7 million New Yorkers today. CAMBA's The Kensington Family Shelter is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 64 families who are in a transitional residence program for homeless families. The five story facility has 4 floors plus a basement with rooms of various sizes, common areas and provides on-site security and social services.

Position: Program Director

Reports To: Vice President of Family Shelters

Location: 385 McDonald Avenue, Brooklyn NY 11218

What The Program Director Does:

The person filling this position is expected, under general direction, to: (1) manage one or more programs which require contact with internal and external clients and/or the community; (2) understand all aspects of contract requirements and communicate this understanding to staff; and (3) participate in program design.

Experience/Requirements

•Bachelor's degree (B. A.) and three years of applicable experience and/or equivalent experience. Master's degree preferred. (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).

Other Requirements:

•Ability to be on call 24 hours a day, 7 days a week.

•Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.

•Supervisory experience a must.

How to Apply:

Please send resume and cover letter to submitresumes@CAMBA.org and write "Program Director, Kensington" in subject of email.

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

Posted: 11/25/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
 Email:

Position: Licensed Practical Nurse

Job Location: Brooklyn

Job Description

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

The Licensed Practical Nurse will work in collaboration with both CUCS and Janian Medical staff, which will include a primary care provider, psychiatrist, medical assistant, and social workers. Program services include: housing placement, comprehensive health, mental health, and case management services. Scheduled hours will be Monday through Friday from 8:00am-4:00pm, with some flexibility.

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

Ordering, storage, administration and documentation of medications for patients as per agency policy and training. The LPN has a management and leadership role in this process. Duties may include:

Checking medications into the system; maintaining accurate patient medication lists

Maintaining a highly organized medication cart

Maintaining an accurate and secure controlled substances drawer

Anticipate needed refills

Liaising frequently with pharmacy staff

Updating orders in a timely manner, from on-site and off-site providers

Dispensing medications to patients and documenting per agency policy

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

Provide nursing care

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

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

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

Escorting and chaperoning patients to healthcare appointments

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

Maintenance of medical office, including:

care and maintenance of medical equipment

maintaining inventory of medical supplies

Participating in staff meetings and other case conferencing meetings

Maintaining professional, working relationship with site staff

Experience/Requirements

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

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

To apply go to www.cucs.org.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Program Director**Job Location:** Bronx**Posted:** 12/9/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

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

Job Type: Full Time

Position Location: Bronx, New York

Salary: Low \$80's (Based on experience)

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

Recruit, hire, and provide supervision and training to supportive housing staff so that agency and department goals are communicated effectively, job performance is continuously evaluated and appropriate training is given.

Guide and monitor the effective use of recovery oriented practice in delivery of tenant services.

Assist and supervise with the on-site development of agency programs in nutrition, music, art, health, etc.

Understand and follow agency and program procedures to guide management of program.

Monitor program budget and on-site financial procedures and records, including petty cash and, if applicable, dining room receipts.

Assure maximum occupancy of building.

Liaison with project's co-sponsors, managing agents, community agencies, and the like.

Liaison with agency's other housing, rehabilitation, and employment programs. Supervise tenant selection.

On-site management of incidents with preparation of reports and submission for review by incident management committee.

Oversee on-site vocational, educational, and recreational activities.

Provide progressive employee discipline when necessary, consistent with agency policies and in consultation with supervisor and human resources department.

Visit program site during evening, overnight and weekend shifts to provide adequate staff supervision and program oversight.

Advocate for tenants with other service providers, as needed.

Supervise on-site tenant initiatives and overall development of tenant community.

Prepare data for submission of internal and external reports, as needed.

Provide overall program quality assurance so that services, records, and procedures meet or exceed agency and funders' standards for quality, frequency, and management.

Provide supervision of front desk staff and schedule replacements when a staff member is out.

Maintain a partial case load, as needed.

Provide crisis intervention as needed.

Monitor and update proper supplies, manuals, phone lists, and lists of tenants needing assistance in an emergency at front desk on a monthly basis, and correct problems.

Participate in agency-wide committees, as required.

Attend meetings as required.

Provide current information about program and building to deputy directors of supportive housing, and as appropriate to other agency management.

Cultivate relationships and maintain links to the local precinct and community board, including attending monthly meetings at both locations, as necessary.

Provide twenty-four hour cell phone coverage for emergencies.

Perform other duties as assigned.

Experience/Requirements

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

Bachelor's Degree in related field preferred - work experience within field may be substituted for degree.

Minimum of three years working in supportive housing with people who have a history of homelessness/substance abuse/psychiatric diagnosis, etc, preferred.

Previous supervisory experience.

Must be fingerprinted and cleared by the Office of Mental Health (OMH).

Knowledge of psychiatric disabilities and of substance abuse.

Commitment to recovery oriented practice.

Skill in articulating program goals.

Capacity to monitor details of program operation.

Excellent oral and written communication skills.

Strong organizational skills.

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

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

Be creative and flexible.

Show initiative and be responsible for follow through.

Ability to maintain confidential information, as related to position.

Skilled in conflict mediation/negotiation and have an assertive approach to problem solving.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Senior Care Coordinator**Job Location:** Manhattan**Posted:** 1/21/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

Community Access provides affordable housing, supportive services, education, training and employment services, integrated rehabilitation and treatment services, and care coordination to individuals with psychiatric disabilities, histories of homelessness, substance use, criminal justice involvement and serious health concerns. The agency's care coordination services assist Health Home eligible individuals in various programs to access the services they need to stay healthy and out of emergency rooms and hospitals.

Overview

The Senior Care Coordinator supports the Director in the overall daily operation and management of the Care Coordination program. This includes leadership and supervision, staff recruitment, training and evaluation, quality assurance and quality improvement activities, reporting, and billing. The AS also provides direct care coordination services to a caseload utilizing a person-centered, trauma-informed approach that supports individuals in their recovery and achievement of optimal health outcomes. These services include defining, developing, and implementing person centered care plans to assist participants in their goals in conjunction with relevant providers chosen by the participant.

Job Type: Full Time

Position Location: Manhattan

Salary: \$55,000

Essential Job Functions:

- Support Program Director in guiding day-to-day operation of CA's Care Coordination Program
- Assist with compliance activities and application of Program's policies, procedures, and guidelines alongside Program Director
- Provide direct supervision to assigned staff
- Review complex program and participant issues with staff and supervisor; utilizing opportunities for education and program refinement
- Maintain data, statistics and other information and reports for timely and accurate submission
- Audit records and complete other quality assurance activities as directed alongside the Program Director
- Assist with recruitment, orientation, and training of new Care Coordination staff
- Liaise with Health Home and other external partners responding to information requests
- Facilitate intra-agency communication and collaboration to promote highest level standards of care for participants
- Attend and participate in supervision, meetings and training sessions, as required
- Provide care coordination services and outreach, engagement, and enrollment to a small caseload of assigned program participants as defined by program and Health Home requirements
- Utilize harm reduction strategies when working with individuals experiencing drug, alcohol, and related problems, or engaging in other risky and often stigmatized activities
- Provide crisis intervention, as necessary
- Flexibility to work weekends, evenings, and holidays as needed
- Provide coverage as necessary, including for non-assigned program participants
- Assume the Program Director's responsibilities in their absence
- Perform other duties as assigned.

Experience/Requirements

- Minimum Bachelor's degree or certificate in related field with 3 years of related work experience, Master's degree preferred
- Minimum 1 year supervisory experience preferred
- Must be fingerprinted and cleared by the New York State Justice Center.
- Commitment to recovery oriented practice.
- Be skilled in conflict mediation/negotiation and have an assertive approach to problem solving.
- Responsive to change: open to new ideas; adapts to changing needs, transitions and situations; willingness to modify and pursue different approaches to achieve positive outcomes.
- Experience in collaborative interdisciplinary planning processes.
- Knowledge of Medicaid, Social Security and other entitlements, preferred.
- Demonstrated competence in written, verbal and computational skills to present and document records in accordance with program standards.
- Ability to utilize various computer programs, specifically Microsoft Word and Excel.
- Experience working with electronic health records.
- Experience in assisting in housing searches for low income, mental health, or other special needs housing including HRA 2010e applications preferred.
- Be creative and flexible.
- Show initiative and be responsible for follow through.
- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Willingness to work in the field and travel by public transportation
- Ability to maintain confidential information, as related to position.
- Ability to work independently and as part of a team.
- Ability to walk up several flights of stairs.

Agency: Community Access -- SSA
Site: Community Access -- SSA
Position: Supported Education Specialist
Job Location: Manhattan

Posted: 12/9/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
HR Dept.
Email:

Job Description

Blueprint is a Supported Education program designed to assist persons who have experience with the mental health and criminal justice systems to successfully pursue education goals. Blueprint helps participants start or return to degree and certificate programs at colleges and universities, pursue technical training and certification, or High School Equivalency.

Staff utilize a range of strategies to facilitate skill development and academic achievement including; assistance with school admissions processes and financial aid applications, providing support and advocacy across a range of educational needs such as classroom learning and study skills, and negotiating accommodations.

Position Description:

The Supported Education Specialist's primary responsibilities involve helping students define, plan for, and achieve educational goals in order to obtain employment in a career of their choice. These responsibilities include outreach, goal planning, academic skill building, resource attainment and promoting the value of education as part of the recovery process.

Salary: \$50,000

Job Type: Full Time

Location: Harlem, New York

Essential Job Functions

- Collaborate with participants to develop individualized, person-centered education plans.
- Assist individuals to make informed decisions through enhanced awareness of personal interests, preferences, and environmental resources.
- Support students in developing career goals through paid employment, internships, and volunteer opportunities.
- Provide individual and group skill development in areas such as study skills, note-taking, time and stress management, self-advocacy, decision-making and social skill development.
- Assist with financial aid processes, admission applications, registration, transitions and withdrawals from programs.
- Orient students to school settings, especially student and disability services.
- Proactively address obstacles to goal achievement such as transportation, fear, stigma and communication.
- Provide advocacy and support to obtain necessary accommodations such as extensions for assignments, and adjustments to the test-taking environment.
- Provide referral for benefits counseling, health insurance, and other needed services and supports.
- Assist individuals in connecting with other students and peers to build sustainable relationships and social networks.
- Collaborate with teachers, disability services staff, care coordinators, probation and parole, other staff, family members and natural supports to assist students with goal attainment.
- Connect students to employment services as needed through referral and linkage.
- Contribute to the creation and maintenance of a comprehensive database of educational resources.
- Promote program goals through active outreach to schools, universities, TASC prep centers, health and behavioral health centers, jails, shelters etc.
- Timely and accurate submission of participant-related documentation including plans, notes and education or referral-related outcomes in accordance with agency and Medicaid billable standards.
- Ability to travel and work afternoons, evenings and weekends.
- Attend/conduct workshops, trainings and community events as needed.

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

Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Personal experience with the mental health or criminal justice systems preferred.
- Minimum of a Bachelor's degree, required.
- Minimum of two (2) years of experience working in mental health, advocacy, social services, or educational settings, preferred.
- Must be fingerprinted and cleared by the NYS Justice Center.
- Possess strong understanding of the role of education in facilitating mental health recovery and wellness.
- Resourceful and possesses strong organizational skills.
- Demonstrated leadership skills and ability to work as part of a team.
- Excellent oral and written communication skills.
- Show initiative and be responsible for follow through.
- Ability to travel and work afternoons, evenings and weekends.

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

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

Posted: 10/28/2019 **FT/PT:** FT
Benefits: Unknown **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

MA-MSW-CSW Required**Agency:** CAMBA -- SSA**Site:** -- Aff.**Position:** Clinical Care Supervisor**Job Location:** Citywide**Posted:** 12/9/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Chanelle Nau

Email:

Job Description

CAMBA is a non-profit agency that provides a wide array of services to over 45,000 individuals and families across the five boroughs for over 40 years connecting people with opportunities to enhance their quality of life.

Every team member is DEDICATED to getting the job done, embraces DIVERSITY and is INNOVATIVE by listening to the communities we serve while developing creative evidenced based programs. Additionally, CAMBA prides itself in its INTEGRITY evident in our compassionate honesty with our clients while committing to QUALITY supportive services to our staff and clients.

Essential Duties and Responsibilities: The person filling this position is expected, under general direction, to ensure the smooth day-to-day running and supervision of social services staff and services in accordance with program goals, targets, and performance outcomes and all CAMBA and program policies, procedures, and protocols; including the following:

- Maintain professional relationships with clients and client confidentiality.
- Practice Universal Precautions/Standard Protocol & Procedures.
- Comply with any and all Federal, State, City and CAMBA security and privacy policies intended to protect the security and privacy of individually identifiable health information.
- Communicate effectively with clients, direct reporting staff, peers, supervisors, and funders.
- Plan and organize program activities to maximize program contract's goals and performance targets.
- Provide training and support to staff and team members regarding psychoeducation, mental health assessments and other techniques (i.e., motivational interviewing).
- Develop and implement quarterly training sessions for the continued education and professional development of shelter staff.
- Serve as a liaison and develop linkage agreements with other community-based organizations and local mental health service providers, as necessary.
- Motivate, coach and counsel direct reporting staff to excel.
- Ensure that all direct reporting staff completes all necessary documentations including ILPs and referrals to providers as required.
- Ensure that all clients charting documentation is up-to-date and reflects services provided such as service plans, re-certifications and psychiatric assessments.
- Assist with the development of program content to address residents needs related to housing, substance abuse treatment, mental health and employment.
- Provide assistance, interventions and follow-up in regards to critical incidents with clients.
- Encourage teamwork among direct reporting staff as well as among peers.
- Troubleshoot client and direct reporting staff program problems and make decisions in accordance with program policies, procedures, and protocols.
- Conduct and document one-on-one supervision of direct reporting staff to assess and improve work performance i.e. identify training needs, professional development etc.
- Overcome resistance to change from clients, direct reporting staff, and supervisors/funders.
- Administer constructive discipline to direct reporting staff, as needed.
- Monitor clients' progress toward their goals (dates achieved) and document via progress notes.
- Review all documentation related to clients' progress for accuracy, completeness, and clarity.
- Review and sign time sheets.
- Prepare performance appraisals for directed reporting staff.
- Conduct chart auditing of client files (i.e., paper and electronically).
- Ensure staff utilization of electronic database and conduct oversight to ensure data integrity.
- Manage own time effectively and coordinate program activities to maximize time of direct reporting staff.
- Lead and participate in administrative and staff meetings as requested.
- Provide all required information for weekly/monthly/quarterly/semester/annual reports to CAMBA management and/or to funders.
- May prepare marketing materials for the program.
- May reach out and market the program to the community in order to recruit clients.
- May prescreen clients over the telephone for eligibility and may schedule intake appointments.
- May conduct initial intake or assessment of clients and/or clients' families and periodic reassessments.
- May have direct client service/program responsibilities in addition to the above.
- May plan, coordinate and facilitate social/peer support events, including group facilitation for clients.
- Task may be modified, expanded and/or assigned over a period of time.

Experience/Requirements

- Experience working with low-income, high-needs families.
- Knowledgeable about child development, trauma informed care, culturally affirming and responsive work, and family-based clinical interventions.
- Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.
- Must have NY Clinical Social Worker License.*

Please send your resume and cover letter to SubmitResumes@CAMBA.org

Agency: CAMBA -- SSA
Site: -- Aff.
Position: Clinical Care Supervisor
Job Location: Citywide

Posted: 1/21/2020
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
 Channele Nau
 Email:

Job Description

CAMBA is a community of staff, volunteers, clients, donors, neighbors and partners who work together to build an inclusive New York City, where all children and adults have access to the resources and supports they need to thrive. We take a comprehensive approach by offering more than 160 integrated programs in: Education & Youth Development, Family Support, Job Training & Employment Support Services, Health, Housing, and Legal Services. We reach more than 65,000 individuals and families each year at our 90 locations, including 10,000 youth. CAMBA serves a diverse cross section of New Yorkers from new mothers in Brownsville to job seekers in the Rockaways. More than half of our clients are immigrants and refugees from around the globe. Over 85% of our families are in living in poverty, reflecting the challenges faced by nearly 1.7 million New Yorkers today.

Position: Client Care Coordinator Supervisor

Reports To: Director of Social Services

Location: Various sites in Brooklyn, Bronx, and Queens

What The Client Care Supervisor Does:

The person filling this position is expected, under general direction, to ensure the smooth day-to-day running and supervision of social services staff and services in accordance with program goals, targets, and performance outcomes and all CAMBA and program policies, procedures, and protocols

Experience/Requirements

Minimum Education/Experience Required:

- Licensed Clinical Social Work (LCSW) required and 2 years of supervisor experience

Other Requirements:

- Some schedule flexibility for weekends and/or evenings.
- Knowledgeable about child development, trauma informed care, culturally affirming and responsive work, and family-based clinical interventions.
- Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.
- Bi-lingual preferred.

How to Apply

Please send resume and cover letter to submitresumes@CAMBA.org and write "Client Care Supervisor" in subject of email.

CAMBA is an Equal Opportunity Employer. We value a diverse workforce and inclusive workplace. People of color, people with disabilities, and lesbian, gay, bisexual, and transgender people are encouraged to apply.

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

Posted: 1/6/2020
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
 Email:

Position: Assistant Program Director

Job Location: Manhattan

Job Description

The Assistant Program Director (APD) is responsible for supporting the Program Director in the overall management of the program, ensuring that clients receive services that meet regulatory and agency standards and records are kept in compliance with those standards. The APD oversees on-site primary medical and psychiatric services and ensures the effective utilization of these services, as well as oversees on-site tenant services programming. The APD provides direct supervision as assigned and is central in fostering the mission and goals of the agency. Along with the Program Director, the APD is responsible for providing leadership and guiding all staff in fostering the mission and goals of the agency by 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 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.

he Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for an ASSISTANT PROGRAM DIRECTOR position at the Lee. The Lee, located on the Lower East Side of Manhattan, is a 262 unit supportive housing residence for low income tenants, many of whom have histories of mental illness, homelessness, substance abuse, HIV/AIDS, and/or other chronic medical conditions. Managed by Breaking Ground, The Lee building hosts two social service programs, CUCS and The Door. CUCS provides comprehensive on-site social services to 207 tenants using a recovery orientation, which includes evidence based practices such as Supported Employment, Motivational Interviewing and Wellness Self Management.

Experience/Requirements

- LMSW
- Minimum of 3 years post masters applicable experience with related populations including supervisory, administrative and management experience
- Strong writing and verbal communication skills
- Computer literacy
- Bilingual Spanish/English preferred
- Training experience preferred

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Assistant Program Director**Job Location:** Bronx**Posted:** 10/28/2019**Benefits:** Unknown**FT/PT:** FT**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:** Assistant Program Director**Job Location:** Manhattan**Posted:** 1/6/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Assistant Program Director will provide support to the Program Director and take over the Program Directors responsibilities in their absence. The Assistant Director will supervise management staff ensuring contract compliance, meeting or exceeding placement goals and other performance measures required by the Department of Homeless Services. The Assistant Program Director will work to foster a program culture that is client centered, supports staff development, and is dedicated to continuous quality improvement. The position requires strong supervisory and administrative skills and the ability to interface effectively and efficiently with colleagues to ensure quality services and program operations. The Assistant Program Director will work cooperatively with the other MOC teams and provide support to MOC management as needed. The Center for Urban Community Services (CUCS) is a national leader in the development of effective housing and service initiatives. As a part of the city funded Manhattan Outreach Consortium (MOC) for the last ten years, CUCS has operated an outreach and housing placement program for people living on the streets of its assigned catchment area, 110th Street to the northern tip of Manhattan.

The CUCS Street Outreach Program provides a comprehensive set of services to upper Manhattan's street homeless which are centered on the goal of obtaining permanent housing. The Outreach team provides case management, linkages to safe havens, and connections to medical and psychiatric care.

Experience/Requirements

- Valid New York State Driver's license.
- LCSW and two years of post-masters related experience.
- Internal candidates within 3 months of completing the LCSW experience requirement may also apply
- Strong writing and verbal communication skills.
- Computer literacy, especially in regards to Microsoft Excel, Outlook, and Word.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Manhattan**Posted:** 11/25/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Clinical Supervisor is responsible for supervision and direct oversight of a designated team of CMs and SWs. This position has significant decision-making, supervisory, administrative, program management and service delivery responsibilities. The Clinical Supervisor must attain a thorough clinical understanding of the populations served and a demonstrated ability to teach and guide others in the application of good practice. This is central to fostering the mission and goals of the project and agency and the Clinical Supervisor should be able to effectively ensure staff productivity and the achievement of measurable outcomes and recipient satisfaction.

The position requires a thorough understanding of relevant service delivery concepts and structures and the ability to access and negotiate the full range of services for recipients. It also requires the ability to interface effectively and efficiently with colleagues to ensure quality services and program operations. Further, it requires good decision-making skills and the ability to identify and facilitate necessary programmatic change. It requires attention to detail, strong writing and verbal communication skills, and computer literacy.

Experience/Requirements

- LMSW
- Minimum of 2 years applicable post MSW experience with related populations including supervisory, administrative and management experience
- Strong writing and verbal communication skills
- Computer literacy
- Bilingual Spanish/English is preferred
- Training experience preferred

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Manhattan**Posted:** 1/6/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

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- Minimum of 2 years applicable post MSW experience with related populations including supervisory, administrative and management experience
- Strong writing and verbal communication skills
- Computer literacy
- Bilingual Spanish/English is preferred
- Training experience preferred

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Manhattan**Posted:** 11/25/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Clinical Supervisor at the Prince George is responsible for providing both task and clinical supervision to four Para-professional Case Managers and one LMSW Social Worker. The Clinical Supervisor is also a part of the Management Team at the site, which is comprised of one Program Director, One Assistant Program Director, and two other Clinical Supervisors. This position has significant decision-making, supervisory, administrative, program management and service delivery responsibilities, including but not limited to, site management, inter-team coordination and collateral contacts. The Clinical Supervisor is responsible to ensuring that all contract requirements are met for all four major funding sources and that our clients are receiving quality, person centered services both during and after business hours.

Summary

The Prince George is located in the heart of the Flat Iron district of Midtown - Manhattan on 28th street. We are a part of a larger Non-Profit, Social Services agency called The Center for Urban Community Services (CUCS). We primarily offer housing for low income individuals as well as supportive housing to formerly homeless individuals who have suffered various forms of traumas in their past, generally leading to mental illnesses, and substance abuse.

The Prince George has 415 units of supportive housing in one building with a staff of 24 dedicated on-site clinicians. We provide Evidence Based, Person Centered, Recovery oriented services to our clients in order to help them live as full and satisfying lives as possible. We strive to help our clients fully reintegrate into the larger community such as helping them to obtain employment, substance abuse recovery, return to school, volunteer, and/or helping them rekindle passions that they had before they became ill.

We work closely together as a team of 24 professionals in order to help our clients achieve their goals. Staff at the Prince George and CUCS as a whole get to partake in learning from one another in an inter-disciplinary team environment. We have an on-site Primary Care Physician as well as a Psychiatrist who do regular in-service trainings for staff. CUCS also offers a very robust initial training program including topics such as Person-Centered Service Planning, Motivational Interviewing, DSM Diagnostic Criteria, etc.

Experience/Requirements

LCSW preferred.

LMSW, with an expectation to obtain the LCSW within 12 months.

2 years post-masters direct service experience with populations served by the program preferred

- We welcome internal candidates with 14, as opposed to 18 months of LCSW accrued hours, to apply.

Supervisory experience preferred.

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

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

Strong clinical assessment skills.

Strong interpersonal and organizational skills.

Strong writing and verbal communication skills.

Computer literacy.

Bilingual English/Spanish 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:** 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:** Social Worker**Job Location:** Citywide**Posted:** 1/6/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

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

This position is based at our Chelsea location . We are a part of a larger Non-Profit, Social Services agency called The Center for Urban Community Services (CUCS).

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

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

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

Experience/Requirements

MSW required, LMSW preferred or a Masters degree in Mental Health Counseling.

CUCS requires that all full-time social workers who provide services within the LMSW or LCSW scope of practice to have a license within 6 months from date of hire.

Recent and upcoming graduates and experienced clinicians encouraged to apply.

Relevant experience working with people diagnosed with severe and persistent mental illness preferred.

Must have excellent outreach, assessment, written and verbal communication skills.

Must be able to work effectively as a team.

Bi-Lingual English/Spanish preferred.

Computer literacy.

Knowledge of entitlements a plus.

Contact information

Name: Anna Schwartz

Phone: 212-822-3650

Email: anna.schwartz@cucs.org

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Bronx**Posted:** 11/25/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Park House and Webster Ave residences are two supportive housing sites in the Tremont section of the Bronx for low-income and formerly homeless families and individuals. Both buildings are new construction, developed on the same plot of land, and connected by an outdoor courtyard area. CUCS staff provide social services at both sites. The Webster houses 170 tenants and Park House houses 20 special needs tenants. Park House

Responsibilities:

The Social Worker provides a range of clinical services to tenants to help them live full and satisfying lives in the community; helping their team and program to function well and meet their contractual obligations to various funding agencies. 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 will have also the opportunity to facilitate organized classes and activities, as well as serve as an assistant team leader in a variety of capacities, building their own leadership skills to develop management skills. The social worker will work closely with internal and external collaterals, to deliver comprehensive person centered services. 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.

We encourage all eligible employees to apply. All applicants will be notified upon receipt of their cover letter and resume. Qualified candidates will be contacted regarding the scheduling of an interview.

Experience/Requirements

- LMSW or LCSW Required
- Related experience working with mentally ill, HIV positive, or homeless individuals is strongly preferred
- Good verbal and written communications skills
- Computer Literacy required
- Ability to work as part of an interdisciplinary and multicultural team

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: 11/25/2019 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

Email:

Job Description

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

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

Summary

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

This position based at the Prince George which is located in the heart of the Flat Iron district of Midtown - Manhattan on 28th street. We are a part of a larger Non-Profit, Social Services agency called The Center for Urban Community Services (CUCS).

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

Experience/Requirements

MSW required, LMSW preferred or a Masters degree in Mental Health Counseling.

CUCS requires that all full-time social workers who provide services within the LMSW or LCSW scope of practice to have a license within 6 months from date of hire.

Recent and upcoming graduates and experienced clinicians encouraged to apply.

Relevant experience working with people diagnosed with severe and persistent mental illness preferred.

Must have excellent outreach, assessment, written and verbal communication skills.

Must be able to work effectively as a team.

Bi-Lingual English/Spanish preferred.

Computer literacy.

Knowledge of entitlements a plus.

To apply go to www.cucs.org.

Agency: Center for Urban Community Services -- SHA
Site: CUCS -- SHA
Position: Social Worker
Job Location: Manhattan

Posted: 1/6/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

Email:

Job Description

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 is seeking a full time Social Worker.

Description: The Social Worker is responsible for a caseload of 25-30 clients. Providing a full range of clinical services to tenants, assisting 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. This position works closely with the Clinical Coordinator to ensure the effectiveness of the core services team.

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

Agency: Community Access -- SSA
Site: Community Access -- SSA
Position: Assistant PD - Bruckner Ave.

Posted: 1/21/2020
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
HR Dept.
Email:

Job Location: Bronx

Job Description

The Assistant Director has responsibility for the general welfare of tenants and assuring that services are provided consistent with the program's mission. Specific tasks toward these ends are assuring that the program meets agency and funder standards for program census, service delivery, staffing, and record keeping; establishing and maintaining an environment for tenants and staff that is consistent with agency values; and monitoring the maintenance of the physical plant. The Assistant Director also serves as back-up to the Program Director for oversight of the program in the program director's absence.

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.

Position Type: Full Time

Position Location: Bruckner Ave.

Salary: Based on experience

Essential Job Functions

Recruit, hire and provide supervision to assigned staff so that agency and department goals are communicated effectively, job performance is continuously evaluated and appropriate training and/or correction is made.

Understand and follow agency and program procedures to assist Program Director in management of program.

Support the day-to-day operation of the program, staff and processes, including promoting the safety, well-being and comfort of tenants.

Assist in the development of annual program goals in consultation with the Program Director, in addition to other reports as needed.

Ensures management of appropriate staff coverage per contractual requirements and service delivery needs, including that shifts are staffed and in the event coverage is needed, the assistant director is responsible for obtaining or providing coverage, as necessary, including all holidays.

Oversee the upkeep and maintenance of all facility issues including cleaning, repairs, coordination with outside vendors, and supervision of maintenance staff.

Assure maximum occupancy of building, including overseeing tenant selection in conjunction with Program Director and property management.

Assure that staff has current and valid certifications as may be required by governmental regulations (e.g. food handlers permits, fire alarm panel, etc.).

Provide crisis intervention and conflict resolution with tenants, as needed.

Provide assessment and referral for tenants in psychiatric crisis.

Respond to tenants' concerns about living in building; and help staff respond to tenants' changing needs.

Ensure inventory of food, supplies, and maintenance equipment are conducted bi-weekly or more often as needed.

Provide oversight of services and records to meet or exceed agency and funder's standards for overall quality and frequency of services, and insure audit readiness at all times.

Monitor program records including service plans, service notes, desk logs, fire drill records, apartment inspections, for accuracy, completeness, and timeliness.

Participate in preparation of incident reports and in response to questions and recommendations of the Incident Management Committee.

Maintain a partial case load, as needed.

Perform intake interviewing, as needed.

Prepare data for submission of internal and external reports, as needed.

Provide twenty-four hour on call emergency coverage and crisis intervention.

Attend and participate in supervision, agency-wide committees, meetings and training sessions, as required.

Perform other duties as assigned.

Experience/Requirements

Master's Degree in related field preferred - work experience within field may be substituted for degree.

At least 3 years of previous experience working with mental health consumers, formerly homeless and persons with histories of drug/alcohol abuse, preferred.

2 years of previous supervisory experience preferred.

Must be fingerprinted and cleared by the Office of Mental Health (OMH).

Skill in articulating program goals.

Capacity to monitor details of program operation.

Excellent oral and written communication skills.

Strong organizational skills.

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

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

Ability to work weekends and holidays, due to events or staff shortage as necessary.

Be creative and flexible.

Show initiative and be responsible for follow through.

Ability to maintain confidential information, as related to position.

Skilled in conflict mediation/negotiation and have an assertive approach to problem solving.

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

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