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### CUCS JOBS JOURNAL

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

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

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

The next issue of the Jobs Journal will be published  
**April 27, 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/>.

## HRC Coordinator Position Available at Housing Resource Center

The CUCS Housing Resource Center (HRC) is seeking a HRC Coordinator 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.

The HRC Coordinator delivers trainings locally to human service providers; assists in training research and in the curriculum development and revision process, resource development, as well as ongoing evaluation of the quality of the trainings delivered.

The HRC Coordinator will also 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. The HRC Coordinator provides information and guidance to people with mental illness and their advocates on understanding NYC supportive housing options and application process.

Eligible applicants will have:

- MSW required; LMSW preferred
- Experience in curriculum development and training delivery strongly preferred
- 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](http://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](mailto:jobsjournal@cucs.org)

#### Agency/Site Abbreviations

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

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

## The CUCS Jobs Journal

Monday, April 13, 2020

### HS Diploma/GED Required

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

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

**Position:** PEER ADVOCATE

**Job Location:** Brooklyn

**Posted:** 2/3/2020

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

#### Contact Info

Executive Director

Email:

#### Job Description

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

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

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Model and promote the principles of recovery/self help
- Manage a caseload within program standards
- Input information for 2010E application into PACT system and referral sources
- Ability to navigate program systems (AWARDS)
- Create person centered plan of service
- Assist clients with entitlement and provide linkage, and/or referrals to such services Supplemental Nutrition Assistance (SNAP), Medicare Medicaid, Social Security Insurance, Social Security Disability, reduced fare Metrocard and Human Resources Administration (HRA)
- Empower participants to advocate for themselves and promote efficiency
- Advocate for other needed services and assist participants to negotiate service systems
- Develop strong relationship with clients' treatment team
- Conduct wellness activities
- Conduct and or co-facilitate weekly or scheduled housing groups with accurate information
- Able to problem solve office and client issues independently/collectively
- Conduct Chart reviews as directed by program manager
- Submit all program and participant documentation in a timely manner
- Knowledgeable in Substance Abuse and mental Health Services Administration 8 dimensions of wellness
- Able to enact Wellness Recovery Action Plan (WRAP) and/or psychiatric directives in time of crisis
- Demonstrate aptitude in a cultural competency diverse environment
- Exhibit encouraging dialogue when communicating with clients
- Maintain all charts within audit standards
- Attend staff meeting and present cases as necessary
- Actively participate in ongoing training as needed to meet all certification standards and credentialing policies
- Required to work in the field if necessary and comply with all program regulations
- Perform other duties as assigned

#### Experience/Requirements

- High School Diploma, GED required
- Prior Peer experience or peer education training
- Knowledge of internet, Microsoft Office Word and Excel programs
- Knowledge of entitlements (SNAP Benefits, SSDI/SSI, Medicare/Medicaid, HRA,)
- Certified with the Academy of Peer Services or completion of certification within 2 months of employment
- Basic Knowledge of Self-Help Techniques
- Knowledge of Community Mental Health System
- Bi-lingual abilities preferred
- Basic office and computer skills proficiency
- Excellent communication skills verbally and written
- Ability to be patient and supportive
- Ability to communicate over a multisystem phone line

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

You can send your resume and cover letter to [dvite@balticstreet.org](mailto:dvite@balticstreet.org).

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Activity Assistant**Job Location:** Manhattan**Posted:** 3/2/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Activity Assistant is responsible for providing administrative support to the Tenant Services' programming needs. Responsibilities include, but are not limited to: tenant participation outreach, assisting with event preparation and organization, escorting on tenant trips, creating flyers for activities/events, maintaining building bulletin boards, and assisting with reports and newsletters.

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a part-time Tenant Services Activity Assistant at the Christopher. The Christopher is located in the Chelsea neighborhood of Manhattan, a 167 unit supportive housing residence for low income tenants, many of whom have histories of mental illness, homelessness, substance abuse and /or HIV/AIDS.

**Experience/Requirements**

- HS or General Equivalency Diploma
- Ability to demonstrate initiative and flexibility
- Excellent interpersonal skills
- Good written and verbal communication skills
- Must have basic computer skills using Microsoft office applications
- Previous experience working with special needs population
- Bilingual Spanish/English preferred

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Benefit Advisor**Job Location:** Queens**Posted:** 2/3/2020**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.

Qualifications:  
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.

**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.

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Manhattan**Posted:** 2/3/2020**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 day time case manager position at the CUCS' Harlem Transitional Services-Kelly Safe Haven. HTS' Kelly Safe Haven is a 60- bed residence. It provides chronically street homeless individuals with mental illness and/or substance abuse assistance in obtaining and maintaining permanent housing. The Housing First/Harm Reduction Model is used to engage people who otherwise may not accept services. A multidisciplinary staff works collaboratively with the residents on their recovery, and housing goals. Staff receive extensive training in Evidence Based Practices including Motivational Interviewing, Wellness Self-Management and Behavioral Treatment Interventions for substance abuse.

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

Harlem Transitional Services Kelly Safe Haven is seeking a full time case manager to be a part of a team to engage and secure permanent supportive housing for consumers who are chronically street homeless and are affected by mental illness. Staff will receive supervision and extensive training.

**Experience/Requirements**

For CM 1: High School Diploma and 2 years experience. CM2: 2 years as CM 1 or, Bachelor's Degree, or BSW, or, HS Diploma and 4 years relevant experience. For CM 3: 2 years as CM 2, or, Bachelor's Degree or BSW, and 1 year relevant experience, or, HS Diploma and 6 years relevant experience. Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Evening ADL Specialist**Job Location:** Manhattan**Posted:** 3/2/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for an ADL Specialist position at the CUCS' Harlem Transitional Services-Kelly Safe Haven. HTS' Kelly Safe Haven is a 60- bed residence. It provides chronically street homeless individuals with mental illness and/or substance abuse assistance in obtaining and maintaining permanent housing. The Housing First/Harm Reduction Model is used to engage people who otherwise may not accept services. A multidisciplinary staff works collaboratively with the residents on their recovery, and housing goals. Staff receive extensive training in Evidence Based Practices including Motivational Interviewing, Wellness Self-Management and Behavioral Treatment Interventions for substance abuse.

The ADL Specialist will work on the evening team 4pm-12am and will be responsible for supporting the program residents with the following:

- Complete routine room checks and generate report to all staff
- Monitor bed areas and prompt clients to clean/de-clutter
- Liaise with program staff to assist residents with move-in/move-out
- Supervise and coordinate weekly linen exchange
- Organize, distribute and track donations
- Organize, distribute and track hygiene supplies
- Client support: prompting to bath, provide verbal prompts when needed, visual aids, etc.
- Purchase clothing when donations are not available
- Coordinate/escort residents to free community haircuts
- Conduct client welcome tours

**Experience/Requirements**

Requirements: For ADL Specialist 1: High School Diploma and 2 years experience. ADL Specialist 2: 2 years as ADL Specialist/CM1 or, Bachelor's Degree, or BSW, or, HS Diploma and 4 years relevant experience. For ADL Specialist 3: 2 years as ADL SPecialist /CM 2, or, Bachelor's Degree or BSW, and 1 year relevant experience, or, HS Diploma and 6 years relevant experience. Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.

To apply go to [www.cucs.org](http://www.cucs.org)

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Outreach Worker**Job Location:** Manhattan**Posted:** 2/3/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Manhattan Outreach Consortium (MOC) is a partnership of three agencies, the Center for Urban Community Services (CUCS), Breaking Ground and Goddard Riverside. CUCS is the lead agency of MOC and also provides psychiatric and medical services through its affiliate, Janian Medical Care, staff training, and IT support for all of the MOC programs. MOC is an innovative street outreach and housing placement program for people who are street homeless in Manhattan. MOC utilizes a housing first and harm reduction philosophy to assist street homeless individuals in moving off the streets and into sustainable housing.

The CUCS Outreach Program as part of MOC is expanding the team and looking for applicants for Outreach Worker positions. Responsibilities include but are not limited to the following:

- Engage and build trusting relationships with street homeless individuals.
- Canvass neighborhoods to build collaborations with Parks Department, NYPD, Sanitation, and community agencies and stakeholders.
- Thoughtfully and compassionately conduct vulnerability assessment to determine need for immediate medical and mental health services for individuals living on the street.
- Transporting or escorting clients as needed.
- Provide reliable written and verbal information intended to be shared across teams.
- Comfortable utilizing technology.
- Participate in Code Blue/Red and respond to 311 calls.
- Tolerant of all weather conditions and traveling long distances (walking and driving) in all types of climates.
- Participate in over-night counts, four (4) times per year.
- Training and supervision provided.

**Experience/Requirements**

- High School Diploma required; Bachelor's Degree preferred.
- Valid driver's license with a driving record in good standing. Maintaining a good driving record (as defined by organization) is a condition of employment.
- Prefer experience working with vulnerable populations but not required.
- Ability to exercise good judgement, prioritize crisis situations, and be flexible with the tasks required on each shift.
- Strong documentation skills with ability to record accurate data in a timely manner; familiarity with using databases, and willingness to learn.

This position is for street outreach to homeless individuals and will require the majority of the day be spent outside of the office outreaching and engaging people who are sleeping on the street in Manhattan north of 110th street.

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

**Posted:** 2/3/2020  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

### Contact Info

Email:

### Job Description

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

The Overnight Case Manager is responsible for working with all clients to help them live full and satisfying lives in the community; helping their team and program to function well and meet their contractual obligations; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements. Services that the Overnight Case Manager will be expected to provide include, but are not limited to, supportive counseling, outreach, written assessments, case management, advocacy, and crisis intervention.

The Overnight Case Manager is expected to monitor the building during the overnight shift, ensure the safety of the clients, assist with medication monitoring, report census updates to the Department of Homeless Services and support the site to ensure the good functioning of the program as a whole.

**Hours:**  
Monday to Friday 12am to 8am

### Experience/Requirements

Case Manager 1  
HS Diploma and 2 years experience

Case Manager 2  
2 years as CM 1  
or  
Bachelor's Degree  
or  
HS Diploma and 4 years relevant experience.  
Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.

Case Manager 3  
2 years as CM 2  
or  
Bachelor's Degree and 2 years relevant experience  
or  
BSW and 1 year relevant experience  
or  
HS Diploma and 6 years relevant experience.  
Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.

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

**Posted:** 3/2/2020  
**Benefits:** Unknown  
**FT/PT:** PT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

### Contact Info

Email:

### Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Per Diem Case Manager position at the CUCS' Harlem Transitional Services Kelly Safe Haven. HTS' Kelly Safe Haven is a 60- bed residence. It provides chronically street homeless individuals with mental illness and/or substance abuse assistance in obtaining and maintaining permanent housing. The Housing First/Harm Reduction Model is used to engage people who otherwise may not accept services. A multidisciplinary staff works collaboratively with the residents on their recovery, and housing goals. Staff receives extensive training in Evidence Based Practices including Motivational Interviewing, Wellness Self-Management and Behavioral Treatment Interventions for substance abuse.

**Experience and Education Required:**  
**Responsibilities:** Duties include monitoring medication, addressing the clinical needs of the residents, ensuring the safety of the facility.  
**Hours:** Weekends 8am-4pm, 4pm-12am, and 12am-8am

### Experience/Requirements

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

To apply go to [www.cucs.org](http://www.cucs.org)

**Agency:** Community Access -- SSA  
**Site:** Community Access -- SSA  
**Position:** ACT Team Program Assistant  
**Job Location:** Bronx

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

**Contact Info**  
HR Dept.  
Email:

### **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:** Career Coach**Job Location:** Manhattan**Posted:** 2/3/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

The Career Coach provides personalized guidance in the form of support, job development and placement, skill and resource development, to HTH participants, to promote success and satisfaction as a trainee in the classroom, on an internship, and while engaging and sustaining permanent employment.

**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 Location:** East Harlem**Position Type:** Per Diem**Position Salary:** \$19.24**Essential Job Functions**

- Assess the participant's strengths, barriers and needs and provide recovery-oriented, goal-oriented services to ensure a successful experience during classroom training, internship, job attainment and retention.

- Function as primary support to participants, pre and post-employment, providing ongoing individualized support at the level of intensity and frequency required.

- Act as liaison between trainees, educators, internship work-site supervisors, employers and external service providers and natural supports.

- Plan and deliver individual and group-based support including work readiness and job search skill development (e.g. resume preparation, applications and interviewing) to trainees and workers on internships and in paid employment.

- Identify and develop internship sites and permanent jobs for participants.

- Establish effective and collegial relationships with internship personnel and employers; provide technical support and advisement as needed.

- Conduct site visits for assigned participants as needed and contractually required, including exit interviews with trainee and the internship supervisor.

- Provide benefits and entitlements counselling

- Liaise with VR personnel and complete all required documentation for sponsorship of individuals, including monthly Form 416s.

- Establish and maintain contacts with other employment programs and potential funding entities, e.g. TTW, DOL; complete required administrative functions and documentation to expedite services access and reimbursement.

- Document and maintain thorough, timely and accurate records of all participant-related services in AWARDS database (within the Employment Module, Referral Module and elsewhere) and in the NYESS database.

- Maintain statistical data as required by management staff and Quality Improvement and Planning Office

- Attend and participate in supervision, meetings and training sessions, 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).

- Recipient/survivor of mental health services, required.

- At least two (2) years of experience working in mental health services, preferably employment, peer support/counselling or rehabilitation setting.

- Demonstrated knowledge of benefits, entitlements or work incentives, preferred.

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

- 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.

**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 &amp; 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:** Family Advocate**Job Location:** Bronx**Posted:** 2/18/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

Community Access provides affordable housing and supportive services to individuals with psychiatric disabilities, histories of homelessness and substance use, families who have experienced homeless, and other low-income community members.

Position Location: Bruckner Ave, Bronx NY

Position Type: Full Time

Salary: Mid to High \$40's (based on experience)

**Essential Job Function:**

Provide outreach, advocacy and supportive services to assigned families.

Develop and assist in implementing service plans determined by goals of program participants, including reviewing service plans with family, identifying progress, and revising plans as needed.

Facilitate support groups and parenting skills workshops

Assist in navigating the child welfare system for involved families

Advocate for families within the community to ensure their needs are being met, including assisting in navigating the school systems

Work in collaboration with other support staff to provide supportive services that meet the needs of children, youth, and families

Organize and support social and recreational activities for families

Provide education and support for co-workers regarding family systems and family related concerns

Assist program participants in advocating for quality care received from external service providers, including educating providers on special issues, etc.

Assist program participants in maintaining apartment free from unsanitary conditions and safety hazards, utilizing individualized strategies, e.g. teaching, feedback, demonstration and other forms of hands-on interventions, as needed.

Provide referrals for treatment for mental health concerns, substance use, and physical health problems, as dictated by program participants.

Assist program participants in identifying vocational and educational goals and opportunities, including assessment, support and follow-up.

Assist program participants with conflict resolution, as necessary.

Utilize harm reduction strategies when working with individuals experiencing drug and/or alcohol related problems.

Provide crisis intervention, as necessary

Provide support and training on skill-building, including assertiveness, self-advocacy, socialization, parenting, and other skills on related issues.

Create or maintain a special project each year (e.g. participate in the advocacy department, coordinate an activity, participate in a committee, etc.)

Provide holiday, evening and weekend coverage, as necessary.

Provide coverage and support for non-assigned program participants, as needed

**Experience/Requirements**

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

Qualified candidates must be a parent with experience navigating human service systems for families and children, including behavioral health, education, child welfare and homeless service systems.

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

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.

Excellent oral and written communication skills.

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

Be creative and flexible.

Show initiative and be responsible for follow through.

Ability to maintain confidential information, as related to position.

Ability to work independently and as part of a team.

Bilingual Spanish-speaking, preferred.

Ability to walk up several flights of stairs.

Ability to work in the field (using public transportation).

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Front Desk Receptionist**Job Location:** Bronx**Posted:** 3/30/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description****Position Overview**

Our new Housing Program, located of Bruckner Ave is seeking a Front Desk Receptionist. The Front Desk receptionist is responsible for monitoring the safety of the tenants and will provide support in a professional and courteous manner to our guests and staff.

**Program Overview:**

A ten-story, 215-unit mixed tenancy development for individuals with mental health concerns, individuals and families with histories of homelessness, and low-income families.

**Position Type:** Full Time**Position Location:** Bruckner Ave, Bronx - Hunts Point**Salary:** \$15.00**Health and Wellness Benefits:**

Comprehensive medical, vision, dental, and life insurance plans

403b contribution

Pre-tax savings plan (including Flexible Spending Accounts and TransitChek)

College savings plan

Employee Assistance Program'

**Vacation Benefits**

Three weeks ( ) of vacation

Five personal days

12 sick days

10 paid holidays

Paid Family Leave; Short-Term Disability insurance

Summer Flex Hours

**Essential Job Functions**

Provide support to tenants, listen to their concerns, and direct them to their service coordinators.

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.

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.

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

**Experience/Requirements**

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

Commitment to recovery-oriented practice.

Ability to interact with people in a professional and courteous manner.

Be skilled in conflict mediation/negotiation and have a pro-active approach to problem solving.

Strong organizational skills.

Previous experience in customer service, preferred.

Be creative and flexible.

Ability to work independently and as part of a team.

Ability to maintain confidential information, as related to position.

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

**Education Qualifications**

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Front Desk Receptionist**Job Location:** Bronx**Posted:** 3/2/2020**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.

Position Type: Full Time

Position Location: Bronx

10459

10460

10032

Position Salary: \$15.00 /hour

**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

**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 training's 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.

To apply go to [www.communityaccess.org](http://www.communityaccess.org)

**Agency:** Community Access -- SSA

**Site:** Community Access -- SSA

**Position:** Harm Reduction Specialist

**Job Location:** Bronx

**Posted:** 3/30/2020

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

HR Dept.

Email:

## Job Description

### Program Overview:

A ten-story, 215-unit mixed tenancy development for individuals with mental health concerns, individuals and families with histories of homelessness, and low-income families.

### Position Overview

The Harm Reduction Specialist provides engagement and support services, particularly to program participants around drug and alcohol use, sexual health and self-harm, using a harm reduction model.

In addition, the Harm Reduction Specialist provides consultation, training, and support to program staff in their work with program participants engaging in risky behaviors. The intention is that the Harm Reduction Specialist will be a leader in promoting Community Access' commitment to providing services using a harm reduction model.

**Position Type:** Full Time

**Position Location:** Bruckner Ave. - Hunters Point

**Position Salary:** \$21.95/hour

### Health and Wellness Benefits:

Comprehensive medical, vision, dental, and life insurance plans

403b contribution

Pre-tax savings plan (including Flexible Spending Accounts and Transit-Chek)

College savings plan

Employee Assistance Program'

### Vacation Benefits

Three weeks ( ) of vacation

Five personal days

12 sick days

10 paid holidays

### Essential Job Functions

Using the model of harm reduction, assess tenants' needs for services, including outreach, counseling, education, referral, etc., at program site and plan services accordingly.

Develop and support strategies to meet the needs of individuals in need of support, including individuals using drugs/alcohol, people living with HIV/AIDS, individuals involved in sex work/survival sex, people with diabetes, individuals at risk for violence.

Provide training and education on the harm reduction model, including HIV prevention strategies, for staff and program participants.

Provide recovery oriented support services and outreach to assigned program participants

Develop and assist in implementing person-centered service plans determined by goals of program participants.

Assist program participants by advocating for quality care from external service providers.

Assist program participants in maintaining apartment free from unsanitary conditions and safety hazards, utilizing individualized strategies, e.g. teaching, feedback, demonstration and other forms of hands-on interventions, as needed.

Maintain a resources list and provide referrals for treatment for psychiatric disabilities, substance use, and health problems, as directed by program participants.

Provide crisis intervention, as necessary.

Provide support and training on skills-building, including assertiveness, self advocacy, socialization, and other related issues.

Provide holiday, evening and weekend coverage, as necessary.

## Experience/Requirements

Minimum of a high school diploma or equivalent (GED), Bachelor degree, preferred.

### Position Qualifications:

At least two years of experience working within a harm reduction model.

Thorough understanding of harm reduction.

Ability to transfer knowledge and skills in areas such as, but not limited to: engagement, harm reduction, motivational interviewing, conflict mediation

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

Skill in articulating program goals.

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

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

Ability to speak other relevant languages, dependent upon specific needs of program participants.

**Agency:** Community Access -- SSA

**Site:** Community Access -- SSA

**Position:** Harm Reduction Specialist

**Job Location:** Bronx

**Posted:** 2/18/2020

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

HR Dept.

Email:

## Job Description

The Harm Reduction Specialist provides engagement and support services, particularly to program participants around drug and alcohol use, sexual health and self-harm, using a harm reduction model.

The emphasis is on meeting individuals where they are at and providing non-judgmental, non-coercive services and resources to individuals engaging in risky behaviors.

In addition, the Harm Reduction Specialist provides consultation, training, and support to program staff in their work with program participants engaging in risky behaviors. The intention is that the Harm Reduction Specialist will be a leader in promoting and providing services using a harm reduction model.

Position Location: Bruckner Ave, Bronx New York

Position Type: Full Time

Position Salary: \$22.06/ hr

## 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

- Using the model of harm reduction, assess tenants' needs for services, including outreach, counseling, education, referral, etc., at program site and plan services accordingly.

- Develop and support strategies to meet the needs of individuals in need of support, including individuals using drugs/alcohol, people living with HIV/AIDS, individuals involved in sex work/survival sex, people with diabetes, individuals at risk for violence, etc.

- Attend and participate in Harm Reduction Committee meetings, as scheduled

- Contribute to agency-wide projects of the Harm Reduction Committee, to support the infusion of harm reduction throughout the agency

- Provide training and education on the harm reduction model, including HIV prevention strategies, for staff and program participants.

- Provide recovery oriented support services and outreach to assigned program participants, as defined by program and contractual requirements.

- Develop and assist in implementing person-centered service plans determined by goals of program participants, including reviewing service plans with program participants, identifying progress and revising plan as needed.

- Assist program participants by advocating for quality care from external service providers, including educating providers on special issues, etc.

- Assist program participants in maintaining apartment free from unsanitary conditions and safety hazards, utilizing individualized strategies, e.g. teaching, feedback, demonstration and other forms of hands-on interventions, as needed.

- Assist program participants in identifying vocational and educational goals and opportunities, including assessment, support and follow-up, in coordination with Education and Employment Coordinator.

- Assist program participants with conflict resolution, as necessary.

- Provide outreach to program participants who are not indicating their goals or who are not engaged, to offer services to them, and to incorporate outreach in their service plans.

- Provide crisis intervention, as necessary.

- Provide support and training on skills-building, including assertiveness, self advocacy, socialization, and other related issues.

- Maintain quality service by establishing and reinforcing program/agency standards in all interactions with program participants.

- Create or maintain a special project each year with an emphasis on harm reduction.

- Provide holiday, evening and weekend coverage, as necessary.

- Provide coverage for non-assigned program participants, as needed.

## Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access, with particular expertise in harm reduction and recovery oriented services

- Minimum of a high school diploma or equivalent (GED) ? Bachelor's degree, preferred.

- At least two years of experience working within a harm reduction model.

- Thorough understanding of harm reduction.

- Ability to transfer knowledge and skills in areas such as, but not limited to: engagement, harm reduction, motivational interviewing, conflict mediation

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

- Be skilled in conflict mediation/negotiation and have an assertive approach to problem solving.

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

- Excellent oral and written communication skills.

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

- Be creative and flexible.

- Bilingual Spanish-speaking, preferred. Ability to speak other relevant languages, dependent upon specific needs of program participants.

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Housing Counselor**Job Location:** Bronx**Posted:** 3/16/2020**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Mail: Community Access  
2 Washington St., 9th Fl.  
New York, NY 10004**Job Description**

Our transitional housing model helps people with psychiatric disabilities move from shelters and hospitals into the community. All transitional housing sites provide on-site staffing 24 hours a day as well as individual counseling, goal planning and linkage to outside programs and services. The focus of the work is to help people regain basic skills such as negotiating the public transportation system, cooking, shopping, maintaining personal space and hygiene, budgeting and organizing their time around activities they enjoy, and help them adjust to a community setting.

**Position Overview**

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 with opportunity for advancement into Case Management**Available Shifts:** Monday - Sunday

8:00 am - 4:00 pm

4:00 pm - 12:00 am

12:00 am - 8:00 pm

8:00 pm - 8:00 am

4:00 pm -8:00 pm

**Position Location:** Bronx, 10460**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.

**Essential Position Responsibilities****Socialization Events:**

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

Run recreation groups.

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

**ADL Training and Coaching:**

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

**Medication Monitoring:**

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

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

Serve as a liaison for all residents and their pharmacy.

**House Management:**

Perform room checks.

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

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

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

**Physical safety and security:**

Provide accurate documentation of activity in-house.

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

Provide crisis management, as needed.

**Meal Preparation and Coordination:**

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

Engage residents in meal preparation to provide hands on assistance to prepare meals, from menu selection through cooking and clean-up.

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

**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)

Provide Holiday Coverage, as needed

Ability to lift 40 lbs

**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:** Housing Counselor**Job Location:** Manhattan**Posted:** 3/30/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

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

**Core Principles**

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

- Program participants' right to self determination;

- Respectful communication;

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

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

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

- Provide accurate documentation of activity in-house.

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

- Provide crisis management, as needed.

- Monitor the safety and security of the building.

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

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

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

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

- Complete incident reports according to agency guidelines.

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

**Meal Preparation and Coordination:**

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

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

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

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

- Maintain food inventory, in preparation for ordering.

**Medication monitoring:**

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

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

- Ensure medications are stored and secured safely.

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

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

- Observe and assist residents in packaging their medications.

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

**House management:**

- Perform room checks.

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

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

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

**ADL Training and Coaching:**

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

**Socialization Events:**

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

- Run recreation groups.

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

**Administrative and Clerical duties:**

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

- Handle packages in accordance with package policy.

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

**General duties:**

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

- Provide holiday coverage.

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

- Perform other duties as assigned.

**Experience/Requirements**

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

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

- Understand and apply a commitment to recovery-oriented practice

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

- Be skilled in conflict mediation/negotiation/resolution and have an assertive approach to problem solving

- Excellent oral and written communication skills

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

- Be creative and flexible



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

**Agency:** Community Access -- SSA  
**Site:** Community Access -- SSA  
**Position:** Housing Counselor (Overnight)  
**Job Location:** Manhattan

**Posted:** 3/16/2020  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 HR Dept.  
 Mail: Community Access  
 2 Washington St., 9th Fl.  
 New York, NY 10004

## 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:** Full Time (Overnight)

**Position Schedule:** Monday - Friday 12:00 am - 8: 00 am

**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.

### Essential Position Responsibilities

#### Socialization Events:

- In conjunction with the residents, organize socialization events and evening activities.
- Run recreation groups.
- Accompany residents on socialization activities both in and outside the site.

#### ADL Training and Coaching:

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

#### Medication Monitoring:

- Provide close observation and keep accurate records of residents taking their medications.
- Take responsibility for prompt follow-up with supervisor and service coordinator for any missing/inaccurate recordings in the medication book.
- Ensure medications are stored and secured safely.
- Inform appropriate staff when a resident is not taking his/her medications as prescribed or has missed a dosage.
- Serve as a liaison for all residents and their pharmacy.
- Observe and assist residents in packaging their medications.
- Provide coaching and follow up to foster self-medication skills

#### House Management:

- Perform room checks.
- Provide hands-on assistance to residents in keeping personal area clean and orderly.
- Maintain cleanliness of site, including bathrooms, garbage disposal and kitchen cleaning.
- Assist residents with sleep hygiene (good sleep habits which promote normal, quality nighttime sleep) routine.

#### Physical safety and security:

- Provide accurate documentation of activity in-house.
- Observe and document residents' interactions; provide interventions, as needed.
- Provide crisis management, as needed.
- Monitor the safety and security of the building.
- Use desk log to keep an accurate record of activities on shift and any observations of potential problems, including but not limited to the removal of goods and materials from the building, in order to reduce the likelihood of theft.
- Review the desk log at the beginning of your shift.
- Monitor Fire Alarms; correct and record malfunctions; and call the central station in event of a false alarm or notify Fire Department in event of a fire.
- Follow the agency's emergency protocol, and work with emergency personnel when they arrive to acquaint them with issues involving residents or the building.
- Complete incident reports according to agency guidelines.
- Report problems to supervisory staff, including non-working equipment and any issue that would compromise the physical safety of the residence or residents.
- Meal Preparation and Coordination:**
- Serve nutritious meals for residents, and prepare plates for those not present.
- Engage residents in meal preparation to provide hands on assistance to prepare meals, from menu selection through cooking and clean-up. Responsible for meal preparation and clean-up, even in the absence of resident participation.
- Maintain a clean and organized kitchen/pantry area, including proper storage of food, while using each opportunity to assist residents to develop necessary skills.
- Escort residents on food and household shopping excursions as a way to develop residents' skill and confidence.
- Maintain food inventory, in preparation for ordering.

#### Administrative and Clerical:

- Answer phones, take messages, and provide routine information about Community Access and its programs. Refer inquiries, and ensure that messages are given to appropriate parties.
- Handle packages in accordance with package policy.
- Prepare work orders for repair and maintenance problems reported by residents or observed during shift.

#### General Duties:

- Attend and participate in supervision, meetings, case conferences, and training sessions, as required and as scheduled.
- Provide holiday coverage.
- Participate in training of new staff on essential job functions (after six months to a year).
- Perform other duties as assigned.

## Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access
- Possess a minimum of a high school diploma or equivalent (GED)
- Understand and apply a commitment to recovery-oriented practice
- 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:** Housing Counselor Weekend**Job Location:** Bronx**Posted:** 3/16/2020**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Mail: Community Access  
2 Washington St., 9th Fl.  
New York, NY 10004**Job Description**

Our transitional housing model helps people with psychiatric disabilities move from shelters and hospitals into the community. All transitional housing sites provide on-site staffing 24 hours a day as well as individual counseling, goal planning and linkage to outside programs and services. The focus of the work is to help people regain basic skills such as negotiating the public transportation system, cooking, shopping, maintaining personal space and hygiene, budgeting and organizing their time around activities they enjoy, and help them adjust to a community setting.

**Position Overview:**

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:** Part-Time with the opportunity for advancement into Case Management

**Available Shifts:**

Preferred availability is Friday - Sunday 4:00 pm -12:00 am, required

Sunday availability 8:00 am -4:00 pm, preferred but not required

Position Location: Bronx, 10460

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.

**Essential Position Responsibilities****Socialization Events:**

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

Run recreation groups.

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

**ADL Training and Coaching:**

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

**Medication Monitoring:**

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

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

Serve as a liaison for all residents and their pharmacy.

**House Management:**

Perform room checks.

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

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

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

**Physical safety and security:**

Provide accurate documentation of activity in-house.

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

Provide crisis management, as needed.

**Meal Preparation and Coordination:**

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

Engage residents in meal preparation to provide hands on assistance to prepare meals, from menu selection through cooking and clean-up.

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

**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)

Provide Holiday Coverage, as needed

Ability to lift 40 lbs

**Agency:** Community Access -- SSA  
**Site:** Community Access -- SSA  
**Position:** Mental Health Peer Supervisor

**Posted:** 3/30/2020  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
HR Dept.  
Email:

**Job Location:** Queens

### **Job Description**

The Adult Home Initiative is a new mental health Peer-led project that emerged from a New York State class action settlement agreement with the U.S. Department of Justice and private plaintiffs living with mental health challenges who reside in impacted New York City Adult Homes. The settlement agreement provides opportunities for these residents to transition into community-based supportive housing.

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

Position Type: Full Time

Position Location: Rockaway Queens

Position Salary: \$31.25

### **Position Overview**

The Regional Coordinator (Supervisor) is responsible for the effective planning and delivery of the AHI peer support and advocacy services, providing supervision and team building to the Peer Advocate teams. The Regional Coordinator collaborates with the AHI Director in the development and implementation of policies, practices, and procedures to advance the initiative's goals, and assists in the management of fiscal resources and the establishment of productive and positive collaborative relationships with the array of AHI stakeholders and partners including Adult Home operators, Housing Contractors, Care Management Agencies, OMH representatives, Independent Reviewers, and other partner organizations.

### **Essential Job Functions:**

- Provide on-site supervision and leadership to the Peer Advocate teams and Senior Peers, promoting the establishment of supportive relationships with Adult Home residents.
- Oversee and supports the Senior Peers in the management of workforce management tasks including staff scheduling, reviewing and approval of time sheets and time-off requests, filling staff coverage gaps, participating in recruitment efforts.
- Provide support and supervision to the Senior Peer and Peer Advocate teams in the effective and efficient use and tracking of fiscal resources including transportation costs and petty cash.
- Collaborate with the Director in recruitment, hiring, orientation, and training of new staff.
- Establish channels of staff communication and reporting among staff, in collaboration with the Director.
- Review and provide constructive feedback on the full range of services and documentation required of Peer Advocate staff, including internal AWARDS documents and external communications.
- Ensure the establishment of effective working relationships with the array of staff with whom the Peer Advocates partner, outlining and demonstrating professional communication expectations.
- Support the Peer Advocate team in the planning, promotion, and delivery of activities and events designed to enhance residents' awareness of and identification with life in the community.
- Collaborate with assessors, housing contractors and other providers, with the residents, to facilitate the assessment process and create strengths-based, person-centered care plans.
- Engage residents to identify systemic, bureaucratic, and personal barriers to housing transition and develop programmatic responses to barriers
- Coordinates. plans and delivers group-based social and learning opportunities including: Adult Home Settlement awareness, self-advocacy, decision-making and self-reliance, making and keeping social connections, work readiness, literacy, affirmative and enjoyable socialization etc.
- Advocate with and for residents to promote purposeful and meaningful community integration, proactively addressing potential barriers such as transportation, fear, stigma and communication with others.
- Reviews, completes and submits 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/ contractor priorities
- Ability to extensively travel and work afternoons, evenings and weekends.
- Attend/conduct workshops, training's and community events.
- Attend and participate in supervision, meetings and training sessions.
- 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.
- Minimum of a High School Diploma, required. Bachelor's Degree, preferred.
- At least one (1) year of supervisory experience, required.
- At least two (2) years of experience working in behavioral health setting: peer service delivery, community development, rehabilitation or recovery-oriented services, mental health supported housing, required.
- Must be fingerprinted and cleared by the New York State Justice Center.
- Thorough understanding of and commitment to peer support.
- Resourceful and able to organize, multitask, and prioritize work.
- Possess strong understanding and practice of peer work, recovery, wellness and related services.
- Analytical and innovative problem solving abilities.
- Attentive to details in documentation and data collection, reporting and analysis.
- Demonstrated leadership skills and ability to work as part of a team.
- Strong skill sets in conflict management and negotiation. Excellent oral and written diplomatic and professional communication skills.
- Ability to utilize various computer programs, specifically Microsoft Word and Excel.
- Be creative and flexible.

**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:** Recovery Specialist**Job Location:** Manhattan**Posted:** 2/3/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

he mission of East Village Access is to provide empowering opportunities to people with psychiatric disabilities to realize their goals, build relationships and work towards self-sufficiency. East Village Access recognizes that each member has specific talents, skills and abilities. All program services are intended to assist participants realize their full potential and embrace broader opportunities in the greater community.

**Position Overview**

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

Position Location: 242 East 2nd Street

Position Type: Full Time

Salary: \$24.04 / Hour

**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 Function**

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

- Assist with admission, referral and discharge of participants.

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

- Participate in external work-groups as needed

- Provide crisis intervention services and recommendations for treatment and referral as needed.

- Collect and utilize data to assess participant needs, with information from all relevant sources.

- Develop, modify and deliver curriculum for rehabilitation-based classes.

- Facilitate rehabilitation-oriented services, meetings, groups, and other activities; teach skills, provide information and assist participants with resource acquisition related to housing, social, education, employment and other key life domain goals.

- Maintain case load of assigned PROS participants.

- Utilize person centered planning principles and techniques.

- Develop, update and maintain participants' Individual Recovery Plans (IRP).

- Collaborate with other programs/entities to coordinate services meeting individual and family needs.

- Maintain thorough and timely documentation/charting and adequate authorization records consistent with billing, regulatory, policy and contractual requirements: e.g. attendance, progress notes, service delivery, and interactions with collateral.

- Collect QA data and participate in development of continuous QI strategies.

- Market services to promote exposure and ensure adequate utilization.

- Provide holiday, evening and weekend coverage, as required.

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

**Experience/Requirements**

Minimum 3 years experience in a clinical or rehabilitation mental health setting.

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

Available to work on Saturdays and holidays, occasionally.

Minimum of a high school diploma or equivalent (GED)

Excellent group process and facilitation skills.

Understanding, appreciation, and commitment to the philosophy and mission of Community Access.

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

Excellent oral and written communication skills.

Ability to utilize various computer programs, specifically Microsoft Word, Excel and AWARDS or similar electronic client database system.

Be creative and flexible.

Show initiative and be responsible for follow through.

Ability to work independently and as part of a team



**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Recovery Specialist**Job Location:** Manhattan**Posted:** 3/2/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Mail: Community Access  
2 Washington St., 9th Fl.  
New York, NY 10004**Job Description**

The mission of East Village Access is to provide empowering opportunities to people with psychiatric disabilities to realize their goals, build relationships and work towards self-sufficiency. East Village Access recognizes that each member has specific talents, skills and abilities. All program services are intended to assist participants realize their full potential and embrace broader opportunities in the greater community.

The purpose of the program is to assist individuals recovering from the disabling effects of mental illness through the coordination of rehabilitation, treatment and support services that are participant focused and goal oriented.

Position Location: 242 East 2nd Street

Position Type: Full Time

Salary: \$24.04 / Hour

**Position Overview:**

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

**Essential Job Functions**

- Assist with intake and screening of new referrals/participants including recommendation for admission.
- Assist with admission, referral and discharge of participants.
- Provide evidence-based practice services including Wellness Self Management (WSM), Co-occurring Disorders (COD/FIT) treatment, and Family Psycho-education, as qualified.
- Participate in external workgroups as needed
- Provide crisis intervention services and recommendations for treatment and referral as needed.
- Collect and utilize data to assess participant needs, with information from all relevant sources.
- Develop, modify and deliver curriculum for rehabilitation-based classes.
- Facilitate rehabilitation-oriented services, meetings, groups, and other activities; teach skills, provide information and assist participants with resource acquisition related to housing, social, education, employment and other key life domain goals.
- Maintain case load of assigned PROS participants.
- Utilize person centered planning principles and techniques.
- Develop, update and maintain participants' Individual Recovery Plans (IRP).
- Collaborate with other programs/entities to coordinate services meeting individual and family needs.
- Maintain thorough and timely documentation/charting and adequate authorization records consistent with billing, regulatory, policy and contractual requirements: e.g. attendance, progress notes, service delivery, and interactions with collaterals.
- Collect QA data and participate in development of continuous QI strategies.
- Market services to promote exposure and ensure adequate utilization.
- Attend and participate in supervision, training sessions and meetings, as required.
- Provide holiday, evening and weekend coverage, as required.
- Perform other duties as assigned.

**Experience/Requirements**

- MSW or LMSW ( Licensed in New York State), preferred
  - Minimum 3 years experience in a clinical or rehabilitation mental health setting.
  - Skilled in conflict mediation/negotiation and have an assertive approach to problem solving.
  - Available to work on Saturdays and holidays, occasionally.
  - Minimum of a high school diploma or equivalent (GED)
- To apply go to [www.communityaccess.org](http://www.communityaccess.org)

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Respite Worker**Job Location:** Manhattan**Posted:** 3/16/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Mail: Community Access  
2 Washington St., 9th Fl.  
New York, NY 10004**Job Description**

The Crisis Respite Center (CRC), part of Parachute NYC, provides an innovative and unique "hospital diversion" model whereby persons seeking temporary residential respite care can stay.

This is achieved through 24-hour peer support, self-advocacy education, self-help training, and mutual understanding. The CRC offers people experiencing a psychosis-related crisis with a short-term (one day to two weeks) residential alternative that will allow individuals to maintain daily activities and connect with community-based services and supports, including primary care.

**Position Overview**

Respite Workers are responsible for assisting in the delivery of services and supports to Parachute NYC service recipients, primarily those residing in CA's CRC. Respite Workers also serve as warm line operators. Peers are integral in supporting people during personal crisis, helping individuals learn how to view crises differently and how to use wellness tools to help decrease the intensity of or prevent future crises. A primary role of Respite Workers is to create a respite from extreme emotional distress through the promotion of a non-judgmental, supportive, friendly and engaging environment. Designed to promote self-determination and hope, peer delivered services and supports include: peer support, wellness education and skill building opportunities, identification and engagement in community-based resources including health care services.

**Job Type:** Full Time**Salary:** \$18.64**Location:** Manhattan**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;
- Ethical and supportive relationships.

**Essential Job Functions**

- Develops a partnership with guests experiencing crisis utilizing trauma-informed, recovery oriented, intentional peer support.
- Promotes the provision of a safe, comfortable, secure and trusting environment where guests are listened to and respected by staff.
- Practices the Need Adapted Treatment Model (NATM) and Intentional Peer Support (IPS) after completing training provided as part of the Parachute NYC grant.
- Draws on knowledge and skills acquired from personal experience with the mental health system with a focus on guest's personal recovery process.
- Creates a sense of community through the mutual sharing of lived experiences and offering encouragement and support to participate in daily activities within the CRC and community.
- Assists with pre-registration process for both individuals referred from NA-MCT (Need Adapted Mobile Crisis Team) and those who self-refer (respite-only guests).
- Assists with intake and registration of new guests, including an explanation of services and expectations, a tour of the premises, introduction to other staff and guests.
- Assists and collaborates with other Parachute NYC staff when appropriate to help guests identify, plan for and realize short-term personal goals and priorities while in the CRC.
- Facilitates individual and group-based educational, recovery, wellness and skill building opportunities including: wellness self-management; WRAP; peer support; harm reduction; and other social or leisure activities.
- Follow-up with guests to monitor and support progress toward goal-achievement.
- Assists guests to identify interesting and needed community-based resources, to make informed decisions about participation, and engage in meetings, appointments and activities through linking, supporting and accompaniment.
- Advocates for and facilitate access to needed health care services, proactively addressing potential barriers such as missed appointments, transportation, fear and stigma, and communication with professional staff.
- Assists guests with steps required to prepare their own meals, manage their own medication, take care of their physical needs, and participate in the maintenance of a clean living environment.
- Provides Warm Line services including supportive peer counseling, friendly and understanding conversation, referral and transfer to crisis lines and other services, access to language lines and TTY information to discharged guests.
- Responsible for timely and accurate documentation including documentation of interactions with guests and warm line callers, services provided, critical information and events, contacts with collaterals and referrals, as required by CA policies and Parachute NYC.
- Provides household upkeep duties as needed.
- Serves daily cold breakfast for guests and assist guests with accessing snacks, when needed.
- Encourages guest participation in relevant aspects of documentation process.
- Participates in data collection and recording related to outcomes, research and other agency and grant-based priorities
- Participates in supervision, team meetings, interagency. meetings, case conferences, NA-MCT meetings, and other relevant meetings as required by CA and Parachute NYC
- Participates in required trainings.
- Provides flexible evening, night, weekend and holiday coverage
- Performs other duties as assigned.

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access
- Have lived experience with the mental health system and willingness to share personal experience appropriately and respectfully.
- A respect for, and high level of comfort around people experiencing psychiatric crisis.
- Ability to be mindfully present with a person in crisis.
- Exceptional oral communication skills including empathic listening, responding.
- Ability to utilize critical thinking, problem-solving and de-escalation skills to assist with creating and maintaining an environment that promotes recovery.
- Resourceful and knowledgeable of community resource and services.
- Willingness and ability to participate in Parachute NYC Training including NATM, IPS, Health Navigator and other required training.
- Successful completion of all required training and ability to integrate skills, knowledge and approach into their work with guests.
- Work experience in a behavioral health or related setting, preferably using the recovery model.
- Graduate of core peer specialist training program, preferred.
- Minimum of high school diploma or equivalent (GED).
- Must be fingerprinted and cleared by the Office of Mental Health (OMH).
- Commitment to recovery oriented practice.
- Ability to work independently and as part of a team.
- Ability to set priorities and manage multiple and competing tasks.
- Good writing skills.
- Ability to utilize various computer programs, specifically. Microsoft Word and Excel.
- Be creative and flexible.
- Show initiative and be responsible for follow through.
- Ability to maintain confidential information, as related to position.

Ability to walk up several flights of stairs.  
Ability to work in the field (using public transportation).  
Bilingual preferred.

**Agency:** Community Access -- SSA

**Site:** Community Access -- SSA

**Position:** Service Coordinator

**Job Location:** Citywide

**Posted:** 3/2/2020

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

### Contact Info

HR Dept.

Mail: Community Access  
2 Washington St., 9th Fl.  
New York, NY 10004

### Job Description

The Service Coordinator provides support services to assigned program tenants, to include assisting with defining personal, vocational and educational goals. The Service Coordinator provides assistance by using a person-centered Harm Reduction model that supports individuals in their recovery, hopes and opportunities.

Position Location: Bronx and Manhattan

Position Status: Full Time

Salary: \$19.61 / Hour

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

Provide recovery oriented support services and outreach to assigned program participants

Develop and assist in implementing service plans determined by goals of program participants, including reviewing service plans with program participants, identifying progress and revising plan as needed.

Produce and maintain thorough, accurate and timely documentation, including charts and documentation of interactions with program participants, services provided, important information and/or events, and contacts with other agencies and service providers, as required by agency policies, and relevant contracts and regulatory agencies.

Assist program participants in advocating for quality care received from external service providers, including educating providers.

Assist program participants in maintaining apartment free from unsanitary conditions and safety hazards, utilizing individualized strategies, e.g. teaching, feedback, demonstration and other forms of hands-on interventions, as needed.

Provide referrals for treatment for psychiatric disabilities, substance abuse, and health problems, as dictated by program participants.

Assist program participants in identifying vocational and educational goals and opportunities.

Assist program participants with conflict resolution.

Utilize harm reduction strategies when working with individuals experiencing drug and/or alcohol related problems.

Provide outreach to program participants who are not indicating their goals or who are not engaged, to offer services to them, and to incorporate outreach in their service plans.

Provide crisis intervention, as necessary.

Provide support and training on skills-building, including but not limited to assertiveness, self advocacy, socialization, and housekeeping.

Maintain quality service by establishing and reinforcing program/agency standards in all interactions with program participants.

Create or maintain a special project each year (e.g. run a group, participate in the advocacy department, coordinate an activity, etc.).

Provide holiday, evening and weekend coverage, as necessary.

Provide coverage for non-assigned program participants, as needed.

Assist with training (after six months to a year) new staff on essential job functions.

### 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)

Commitment to recovery-oriented practice and the Harm Reduction recovery based model.

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

Excellent oral and written communication skills.

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

Be creative and flexible.

Show initiative and be responsible for follow through.

Ability to maintain confidential information, as related to position.

Ability to work independently and as part of a team.

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Youth Advocate**Job Location:** Bronx**Posted:** 2/18/2020**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

Community Access provides affordable housing and supportive services to individuals with psychiatric disabilities, histories of homelessness and substance use, families with histories of homelessness, and other low-income community members.

**Position Overview:**

The Youth Advocate provides support services to youth to include assisting with defining personal, vocational and educational goals using a person-centered model that supports individuals in their recovery, hopes and opportunities.

**Position Location:** Bruckner Ave, Bronx New York**Position Type:** Part-Time (24 hours / week) w/ Benefits**Salary:** \$18.00 (Hour)**Essential Job Function:**

Provide outreach, advocacy and supportive services to assigned youth.

Develop and assist in implementing service plans determined by goals of program participants, including reviewing service plans with youth, identifying progress and revising plans as needed.

Work in collaboration with other staff in engaging youth, making sure their voice is heard in support service planning

Facilitate youth-focused support groups

Advocate for youth within the community to ensure their needs are being met

Organize and support age appropriate social, recreational, and educational activities for youth and their families

Provide support to youth at family team meetings and community meetings as appropriate

Share personal knowledge about the youth service system and resources available to children, young adults and families

Produce and maintain thorough, accurate and timely documentation, including charts and documentation of interactions with program participants, services provided, important information and/or events, and contacts with other agencies and service providers, as required by agency policies, and relevant contracts and regulatory agencies.

Assist program participants in advocating for quality care received from external service providers, including educating providers on special issues, etc.

Provide referrals for treatment for mental health concerns, substance use, and physical health problems, as dictated by program participants.

Assist program participants in identifying vocational and educational goals and opportunities, including assessment, support and follow-up.

Assist program participants with conflict resolution.

Utilize harm reduction strategies when working with individuals experiencing drug and/or alcohol related problems.

Provide outreach to program participants who are not indicating their goals or who are not engaged.

Provide crisis intervention, as necessary

Provide support and training on skill-building, including assertiveness, self-advocacy, socialization, and other skills on related issues.

Maintain quality service by establishing and reinforcing program/agency standards in all interactions with program participants.

Create or maintain a special project each year (e.g. participate in the advocacy department, coordinate an activity, participate in a committee, etc.)

Provide holiday, evening and weekend coverage, as necessary.

Provide coverage for non-assigned program participants, as needed.

Assist with training (after six months to a year) new staff on essential job functions.

**Experience/Requirements**

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

Qualified candidate have experience receiving services from the children's behavioral health or other child-serving systems.

Minimum of high school diploma or equivalent (GED),

.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.

Excellent oral and written communication skills.

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

Be creative and flexible.

Show initiative and be responsible for follow through.

Ability to maintain confidential information, as related to position.

Ability to work independently and as part of a team.

Bilingual Spanish-speaking, preferred.

Ability to walk up several flights of stairs.

Ability to work in the field (using public transportation).

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**BA/BS Required**

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**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](mailto:submitresumes@CAMBA.org) and write "Program Director, Kensington" in subject of email.

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Licensed Practical Nurse**Job Location:** Bronx**Posted:** 3/16/2020**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Mail: Community Access  
2 Washington St., 9th Fl.  
New York, NY 10004**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' new Bronx Shelter ACT Team will serve individuals with mental health conditions who are homeless and temporarily housed within a Bronx mental health shelter. 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 health, social, work or education nature.

**Position Overview:**

The Licensed Practical Nurse (LPN) providing a range of treatment, rehabilitation and recovery support services. In collaboration and under the ACT Registered Nurse (RN) guidance, the LPN assists with health assessments, medication management, monitoring of medical conditions and liaising with medical providers. The LPN is an integral part of the team, working to promote the recovery, wellness, and optimal health of ACT participants

**Position Type:** Part-Time \*15hours/week**Position Location:** Bronx Mobile Team**Salary:** \$24 - \$26/Hour**Essential Job Functions**

Provide nursing care and treatment at the direction of the RN.

Participate in medication administration and monitoring, health assessments, and other screenings.

Participate in identifying needed resources and ensuring participants access primary care and receive annual physical, dental other relevant examinations.

Provide rehabilitation and support services under the clinical supervision of professional staff, including crisis intervention services; harm reduction services; and support and consultation to families.

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

Provide health education to participants and members of their networks; facilitate education on topics including prevention, wellness, diet, harm reduction and recovery.

Engage significant others including family, friends, service providers and other supports in service provision.

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

Monitor vital signs and side effects of medications and reports findings to the RN, psychiatrist and team.

Assist with providing education to staff on physical health issues and medical care protocols.

Communicate with other medical providers to promote coordinated and integrated care.

Advocate for participants to secure medical care and other community supports that promote integrated physical and mental health wellness.

Maintain required documentation, including progress notes and health related data in AWARDS.

Assist with ordering and maintenance of medical supplies and equipment.

**Experience/Requirements**

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

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

Graduate of an approved practical nursing program and licensed to practice as a Licensed Practical Nurse (LPN) in New York State.

Minimum three (3) years' experience working as an LPN, preferred.

Minimum of one (2) years' experience working with people with mental health conditions.

In depth knowledge of NYC community health and social service resources.

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

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

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

**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.

**MA-MSW-CSW Required****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**

Chanelle 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](mailto: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**Position:** Assistant Program Director**Job Location:** Manhattan**Posted:** 3/2/2020**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.
- To apply go to [www.cucs.org](http://www.cucs.org) to apply.



**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Bilingual Social Worker**Job Location:** Brooklyn**Posted:** 2/3/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

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

The Center for Urban Community Services (CUCS) seeks a Bilingual Social Worker for its Prospect Place shelter for homeless, mentally ill women. Prospect Place is a 90 bed recovery oriented housing placement program located at 174 Prospect Place in Brooklyn, NY.

Hours: 8am to 4pm Monday through Friday

**Experience/Requirements**

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

Experience and Education Required:

MSW, LMSW preferred

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

Ability to work as part of an interdisciplinary and multicultural team

Good verbal and written communication skills

Computer literacy

Bilingual Spanish/English preferred

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Manhattan**Posted:** 3/2/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Clinical Supervisor is responsible for the supervision and direct oversight of a clinical services team. This position has significant decision making, supervisory, administrative, program management and service delivery responsibilities, including ensuring staff productivity, the achievement of measurable outcomes, and recipient satisfaction. As a member of the management team, this person will also be expected to participate in and contribute to a program culture that is person-centered, strengths-based, outcome oriented, and dedicated to continuous quality improvement.

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a CLINICAL SUPERVISOR position at the 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](http://www.cucs.org).**Experience/Requirements**

LCSW with relevant post-master's experience

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** HRC Coordinator**Job Location:** Manhattan**Posted:** 3/2/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The CUCS Housing Resource Center (HRC) is seeking an HRC Coordinator 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 also provides interactive, hands-on training and support services for human service professionals on NYC supportive housing options, referral process, and behavioral health resources. HRC is actively involved in developing and improving supportive housing initiatives in New York City and across the nation, and provides information and access to housing to over 15,000 individuals annually.

**Summary:**

The HRC Coordinator delivers trainings locally to human service providers; assists in training research and in the curriculum development and revision process, resource development, as well as ongoing evaluation of the quality of the trainings delivered. Additionally, the HRC Coordinator will assist in cultivating training and presentation skills of the HRC team.

The HRC Coordinator also collaborates with social service agencies to provide referral and technical assistance on Single Point of Access (SPOA) Housing and NY/NY I & II housing applications. The HRC Coordinator provides information and guidance to individuals living with mental illness and their advocates on understanding NYC housing options and navigating the HRA 2010e application process. Other responsibilities include maintenance of the HRC housing provider database, and advocacy.

**Experience/Requirements**

MSW required; LMSW preferred

- Experience in curriculum development and training delivery strongly preferred
- Significant and considerable knowledge and experience with community mental health services; supportive housing experience strongly preferred
- Strong clinical, organizational, interpersonal, and presentation skills
- Excellent verbal and written communication skills
- Ability to flexibly manage multiple projects and competing priorities effectively
- Good computer literacy skills; knowledge of AWARDS preferred
- English/Spanish bilingual preferred

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Intake and Group Services SW**Job Location:** Bronx**Posted:** 2/3/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Intake and Group Services Social Worker is responsible for managing a designated service unit and providing supervision to its members. The Intake and Group Supervisor is responsible for ensuring that their supervisees are helping clients to live fuller, more satisfying lives in the community; helping their team to function well and meet their contractual obligations, including housing placement goals; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values, and vision statements. They are expected to understand and support the management activities that ensure the good functioning of the team and program as a whole.

The Intake and Group Supervisor is primarily responsible for supervising the staff and operation of client screening, intake and group provision at the shelter. The Intake and Group Supervisor is a part of the program's management team, and is responsible for helping to ensure that their program provides the best services possible for its clients, is an engaging and rewarding place for staff to work, and has a culture which promotes continuous learning and improvement. The position is responsible for supervising all operations related to ensuring vacancies are filled in a timely manner and with appropriate clients needing the services CUCS provides. The Intake and Group Supervisor will also be responsible for managing relationships with referrals sources and DHS ensuring that the shelter continues to operate at full capacity.

The Intake and Group Services Supervisor also oversees the Group Services and Activities program, including providing group services, developing groups, classes and activities, and ensuring that evidence based practices adhere to fidelity standards. The Intake and Group Services Social Worker may be assigned additional responsibilities.

**Experience/Requirements**

- Master's Degree in Social Work required (LMSW will be required when required by New York State to provide Social Work services).
- Post-masters direct service experience with populations served by the program preferred
- Strong clinical assessment skills
- Computer literacy
- Strong interpersonal and organizational skills
- Sound judgment, good decision making skills, and a high degree of tact and professionalism
- Good writing and verbal communication skills
- Ability to problem-solve, prioritize, and effectively manage time
- Bilingual English/Spanish preferred

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Bronx**Posted:** 3/2/2020**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:** Brooklyn**Posted:** 2/3/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

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

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

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 Hegeman. The Hegeman is a permanent supportive housing residence located in Brownsville, Brooklyn, for 160 low income tenants, many of whom have histories of mental illness, homelessness, and substance abuse. The building has a LEED (Leadership in Energy and Environmental Safety Design) silver rating and includes a 24/7 attended lobby, a community garden, a computer room, and a fitness room.

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

**Experience/Requirements**

- MSW Required, LMSW preferred
- Excellent outreach, assessment, verbal and written communication skills
- Must be able to work effectively as a part of a team
- Computer literacy
- Bilingual Spanish/English strongly preferred

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Manhattan**Posted:** 2/3/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

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

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

**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:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Assistant Program Director**Job Location:** Unknown**Posted:** 2/18/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

The Intensive Mobile Treatment (IMT) is an innovative, creative, trauma-informed mobile practice model designed to provide treatment, rehabilitation and support services to individuals whose needs have not been met by traditional services. IMT team supports participants as they interact with homeless services, criminal justice, and behavioral health service systems. IMT teams have hired, trained and funded to maximize flexibility and continuity of care for persons who historically have been poorly served.

**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:****Management-related:**

- Review team member documentation to ensure services are person-centered, linked to assessment activities, consistent with agency values, and entered in a timely manner.
- Assist the Program Director with overall operation of IMT services in accordance with DOHMH standards including planning and facilitating meetings, providing clinical support, ensuring on-call service availability, 24/7.
- Assume the Program Director's responsibilities in their absence.
- In full collaboration with the Director, builds working relationships with hospitals, courts, jails, prisons, shelter, housing providers, DOHMH and other community service providers.
- Maintain a caseload of participants, as needed.
- Remain current in the latest research and practices around recovery services, co-occurring mental health and substance use matters, mobile treatment team approaches, evidence-based and emerging best practices.

**Direct Service-related:**

- Provide harm reduction, integrated substance use treatment and relapse prevention services.
- Assess and provide services to participants to address health and wellness, housing, income support, education, vocational training, employment and social supports.
- Complete assessments and service plans as needed
- Provide direct individual and group IMT services including:
  - risk assessment; de-escalation; service planning and coordination; problem solving
  - support with obtaining housing; developing social connections; strengthening family and other relationships
  - developing independent living skills and obtaining necessary resources; accessing and accessing education and training;
  - employment supports (job search, placement and support); entitlement and financial management; empowerment and self-help; wellness self-management with a focus on the development of coping skills; support with medications; and weekly groups.
- Screen and assess (including for risk) participants, families and/or significant others involved with the participant to develop a person-centered treatment plan.
- Screen and assess participants for the treatment of co-occurring substance use disorders.
- Identify participant treatment and support service needs and associated service plan objectives based on participant goals assessment results, including risk associated with harmful behaviors.
- Provide individual counseling that includes principles of Integrated Dual Disorder Treatment as appropriate.
- Advocate for and liaise with participants within the criminal justice and shelter system.
- Provide or connect participants to employment counseling, vocational rehabilitation, completion of housing applications and placement, and provision of life skills training.
- Function as resource on behavioral health services and substance use and guide team in clinical meetings on these issues.
- Develop and maintain cooperative and collaborative relationships with members of participants' networks.

**Experience/Requirements**

- Commitment to person-centered treatment strategies, upholding participants' rights, and self-determination in service provision.
- Licensed in New York State in Clinical Social Work (LCSW), Licensed Clinical Mental Health Counselor, or PsyD
- Minimum of three (3) years direct clinical experience with adults in a behavioral health setting.
- Minimum one (1) years supervisory or management experience preferred.
- Knowledge of multi-disciplinary mobile team experience, preferred.
- Experience training, coordinating and evaluating the work of clinical and support staff preferred.
- Available to work a flexible schedule, mornings, evenings and weekends in response to participant needs.

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**NP/PNP**

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Primary Care Provider**Job Location:** Citywide**Posted:** 2/3/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

For over 25 years, originally as the Project for Psychiatric Outreach to the Homeless, Janian Medical Care has been providing psychiatric care to homeless and formerly homeless New Yorkers in supportive housing, shelters, drop-in centers and with street outreach teams. Janian started its primary care program in 2012 that continues to expand rapidly. Janian Medical Care is widely recognized as a leader in the delivery and development of person-centered, on-site care and at offering clinicians a supportive, flexible, culturally competent work environment that supports clinical freedom and creativity. Janian clinicians enjoy expert supervision and protected educational activities that encourage clinical excellence and continued professional development including opportunities to earn CME credits. We offer a competitive salary commensurate with experience and excellent benefits. Janian Medical Care values workplace diversity and is committed to being an equal opportunity employer. We believe this is an excellent opportunity for a primary care provider to gain experience in person-centered, community-based care in a supportive, learning organization.

The Primary Care Provider will work with members of multi-disciplinary teams providing care to homeless and formerly homeless New Yorkers to:

- Identify and engage clients in need of medical evaluation and care
- Provide care to agency clients
- Assist in planning and presenting of educational materials to agency staff
- Participate in regular staff meetings and supervisory meetings

**Experience/Requirements**

- Physician, board eligible or board certified in family medicine, internal medicine, or emergency medicine, licensed and registered to practice in New York State
  - Nurse Practitioner (NP), licensed and registered to practice in New York State. Must have, or be working towards, National Certification in Nurse Practitioner Specialty-Adult Health or Family Health
  - Good communication and collaboration skills
  - Commitment to person-centered practices
  - Commitment to servant leadership principles
  - Proficient in the use of electronic medical records (eClinicalWorks preferred)
  - Proficient in the use of Microsoft Office, including Outlook
  - Bilingual Spanish a plus
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