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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  
**June 22, 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/>.

## Contact Tracers Needed to Help Stop the Spread of COVID-19

NYC Health + Hospitals (H+H) has partnered with NYC Department of Health & Mental Hygiene (DOHMH) to launch city-wide tracing as part of the City's COVID-19 response. In order to ensure equity in the City's tracing teams' outreach to NYC communities, the City is actively seeking residents in affected neighborhoods to fill these tracer roles. The City is looking for people to fill the following two job roles: Contact Tracer I & II and Supervising Contact Tracer.

The Contact Tracer I & II role performs remote/field work in support of COVID-19 contact tracing, with alternative work schedules and/or compressed work weeks. Contact Tracers will conduct COVID-19 case interviews and contact tracing using a trauma-informed, culturally respectful approach that builds trust and facilitates the free sharing of information. The tracer will follow all scripts, policies and procedures provided through training and comply appropriately to confidential information related to case interviews and contacts. All work is conducted in a confidential manner. This work is done both over the phone and directly in the community.

The Supervising Contact Tracer role is similar to the above except the person is supervising a team of Contact Tracers to ensure all scripts are followed and policies and procedures are provided through training. The Supervisor Contact Tracer also ensures confidential information is handled appropriately at all times.

**For more information and to apply for either position, click on the following link:** <https://bachrachgroup.com/covid-19-jobs/>.

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, June 8, 2020

### HS Diploma/GED Required

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

**Site:** CUCS -- SHA

**Position:** Case Manager

**Job Location:** Manhattan

**Posted:** 5/11/2020

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

#### Contact Info

Email:

#### Job Description

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

THIS POSITION IS LOCATED IN THE TIMES SQUARE AREA OF MANHATTAN

#### Experience/Requirements

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Case Management position at the Times Square. The Times Square is the largest supportive housing residence in the US and provides permanent affordable housing and supportive services for 652 low-income and formerly homeless individuals including many with a history of substance abuse, physical and psychiatric disabilities and HIV.

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

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

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

Bilingual English/Spanish a plus.

Strong written and verbal communications skills

Computer literacy required

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

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

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

**Site:** CUCS -- SHA

**Position:** Case Manager

**Job Location:** Manhattan

**Posted:** 4/27/2020

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

#### Contact Info

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

#### Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiative for homeless people, invites applications for the Case Manager positions at the new Intensive Mobile Treatment Teams.

The Intensive Mobile Treatment Team will work with individuals that move frequently across the behavioral health care system (outpatient and inpatient), the homeless services system (shelter, street, Safe Haven), and the criminal justice system (jail, probation, parole), and have barriers to engage in the services they need.

The mission of IMT is to improve an individual's quality of life through counseling, advocacy (both on an individual and systems level), support and assistance with meeting one's individual needs and goals, and most importantly, by providing an opportunity to connect with a diverse team of service providers. IMT teams work with individuals regardless of their current or past experience with substance use, mental health concerns, physical health concerns, involvement with the criminal justice system, and/or history of violence. IMT teams stay connected to individuals regardless of their location in shelter, on the street, in housing, hospital or jail. By staying connected over time, across systems and boroughs, we expect fewer people to fall through the cracks.

The salaries for all of the positions at the Intensive Mobile Treatment Programs will be 10% higher than the standard CUCS salaries.

#### Experience/Requirements

A bachelor's degree in social work, psychology, mental health counseling, criminal justice, or other health and human services related field is required per funding guidelines.

- Experience working with people with histories of substance abuse, mental illness, and trauma strongly preferred
- This person must possess strong assessment, written and verbal communication skills, and computer literacy.
- Bilingual Spanish/English preferred

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

**Posted:** 4/27/2020  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

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

**Job Description**

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

Responsibilities: The Case Manager will carry a caseload of 10-12 clients and provide regular field-based follow up, counseling, and case management. This may involve tasks such as escorts to appointments, assistance with applying for entitlements, coordination of care between outside service providers, linkage to community resources, and other tasks as assigned by program management. Clients on caseload are expected to be seen for a minimum of 6 visits per month. The Case Manager will participate and contribute to a program culture that is client-centered, outcome-oriented and dedicated to continuous quality improvement.

**Experience/Requirements**

- One year experience in a mental health setting preferred.
- Good verbal and written communication skills.
- Computer literacy.
- Bilingual English/Spanish preferred, but not required.
- Valid NYS driver's license required.

**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** Evening ADL Specialist  
**Job Location:** Manhattan

**Posted:** 4/27/2020  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

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

**Job Description**

Evening ADL Specialist (HTS), New York  
 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**

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.

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

**Posted:** 4/27/2020  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

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

**Job Description**

The Center for Urban Community Services (CUCS) seeks a Bilingual 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, report census updates to the Department of Homeless Services and support the site to ensure the good functioning of the program as a whole.

**Experience/Requirements**

- 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:** Community Access -- SSA

**Site:** Community Access -- SSA

**Position:** Bilingual Service Coordinator

**Job Location:** Bronx

**Posted:** 6/8/2020

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

## Contact Info

HR Dept.

Email:

## Job Description

Community Access expands opportunities for people living with mental health concerns to recover from trauma and discrimination through affordable housing, training, advocacy, and healing-focused services. We are built upon the simple truth that people are experts in their own lives.

### Position Overview:

The Entry-Level Case Manager (Service Coordinator) provides supportive services to assigned program participants in a housing setting. The type of support includes assisting with defining personal, vocational, and educational goals and using a person-centered / Harm Reduction model that supports individuals in their recovery, hopes, and opportunities.

Position Type: Full Time

Location: Bronx, New York

Salary: \$40,800

### Essential Job Functions

Provide recovery-oriented support services and outreach to assigned program participants.

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

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

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

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

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

## Experience/Requirements

Minimum of a high school diploma or equivalent (GED) - Bachelor's degree, preferred. Commitment to recovery-oriented practice.

### Position Qualifications:

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

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

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

Excellent oral and written communication skills.

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

Be creative and flexible

### Benefits We Offer:

Three weeks of vacation, five personal days, 12 sick days, 10 paid holidays

Paid Family Leave; Short-Term Disability insurance

Summer Flex Hours

Comprehensive medical, vision, and dental plans

403b contribution; life insurance

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

College savings plan

Employee Assistance Program

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Field Case Manager**Job Location:** Citywide**Posted:** 5/11/2020**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**

Community Access is in partnership with Coordinated Behavioral Care, Inc. (CBC) to offer a care transition intervention known as Pathway Home (PH) to enhance the system of care for people transitioning from hospitals and shelters to the community.

Pathway Homes uses an adaption of the Critical Time Intervention (CTI) approach to provide time-limited services to individuals moving from a psychiatric setting (Bellevue and Beth Israel Hospitals) to the community to ensure engagement in clinical and support services. The intervention is offered for six to nine months with a warm hand-off to a Health Home care coordinator or other community providers before discharge.

Pathway Homes serves individuals 18 and older who have a serious mental health concerns and are likely to be challenged in sustaining community tenure. The Team is multi-disciplinary and includes nursing, behavioral health and peer specialists, and other staff members offering support and guidance in areas including daily living, benefits, housing and employment, and re-connection with medical and behavioral health providers.

Job Type: Full Time

Position Location: Mobile (Bronx, Manhattan, Brooklyn, Queens)

Position Salary: \$50,000 / \$24.00 (hr)

**Position Description:**

Working as an integrated member of the mobile Pathway Home team, the Entry Level Case Manager (Service Coordinator) role is to assess and address immediate needs, expediting connection to benefits, as well as collaborating on short and long-term plans to achieve the participant's identified personal goals.

**Experience/Requirements**

2 years' experience working in mental health, Required

Excellent oral and written communication skills.

Be 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.

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

**Education: Qualifications**

Minimum of a high school diploma or equivalent (GED)

Bachelor's degree, Required

**Additional Qualifications**

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 enjoy working in a variety of settings throughout NYC and have a passion for advocacy

Commitment to recovery oriented practice.

**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:** 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:** 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:** 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

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**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

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**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:** Peer Bridger**Job Location:** Queens**Posted:** 6/8/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

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 utilize a range of individualized and group-based peer-informed strategies to promote housing transitions, striving to empower class members through exposure to possibilities, development of self-advocacy skills, promoting informed choice, and enhancing community engagement.

Position Location: Far Rockaway (COVID-19 work from home)

Position Status: Full Time

Salary: \$19.23/Hour

Position Overview

Peer Bridger works to develop mentoring and supportive relationship with NYC Adult Home Residents, promoting connection and hope in an independent future in Supported Housing. The Peer Bridger engages residents in peer-based services to identify and overcome barriers to housing transition, addressing questions and fears, while building self-advocacy and systems-navigation skills.

The job responsibilities of all staff extend to understanding and incorporating certain principles into their work and into their relationships with program participants. These principles are: Program participants' right to self-determination; Respectful communication; Services that support recovery and healing consistent with and nurturing each participant's cultural background, experience, identity, and values. Clear professional boundaries to support the limits and possibilities of services.

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.

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

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

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.

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.

**Experience/Requirements**

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

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

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

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

Ability to travel and work afternoons, evenings and weekends.

Ability to maintain confidential information, as related to position.

**Benefits**

3 weeks of vacation, five personal days, 12 sick days, ten paid holidays

Travel Reimbursement

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

403b contribution; life insurance

Comprehensive medical, vision, and dental plans; Employee Assistance Program

Summer Flex Hours

Paid Family Leave; Short-Term Disability insurance

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Program Assistant**Job Location:** Bronx**Posted:** 6/8/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

Community Access' Bronx Shelter Assertive Community Treatment (ACT) team is a mobile, multi-disciplinary program that works with homeless and recently homeless adults with mental illness, primarily in the Bronx.

The aim of the program is to build trusting and positive relationships with homeless adults who have not had adequate support systems in place in order to assist in transitioning them from homelessness to housing and achieving self-defined life goals.

**Position Overview**

The Community Access Bronx Shelter ACT Team is seeking a Program Assistant with experience working in a healthcare or social service setting, ideally with a specialization in mental health.

The Program Assistant is primarily office-based but acts as an integral role in assisting team members to maintain up to date information throughout the day regarding hospitalizations, coordination of benefits access, housing opportunities, and collaboration with outside service providers.

**Position Location:** Bronx**Position Type:** 975 Walton Avenue Bronx, NY**Salary:** \$45,000**Essential Position Function**

Support Program Director in guiding day-to-day operation of CA's Bronx Shelter ACT Team, and assuming some of his/her administrative responsibilities in their absence.

**Assists with oversight of:**

- Medical records, charts, minutes, and electronic data to ensure compliance with NYS OMH, Medicaid, NYC DOHMH and other participating government and non-government entities;
- Data entry, real-time updating of information, and completion and maintenance of records;
- Scheduling of follow-up care after hospitalization or emergency room visit

**Responsible for:**

- Conducting participant health insurance eligibility checks.
- Informing staff of participant needs for Medicaid recertification.
- Assisting staff with ensuring all documentation is complete for billing.
- Serve as the point of contact for all communication with insurance providers.
- Coordinating with agency billing staff to ensure accurate and timely monthly billing and resolution of denials
- Screening and enrolling new participants
- Preparing check requests, code and process invoices according to accounting and AR systems and procedures;\
- Managing upkeep of office equipment and supplies; assisting with copying, faxing, mailing, answering and responding to calls and correspondence.

**Experience/Requirements**

- Previous administrative experience, preferably in a behavioral health or human services program setting.
- Proficiency in MS Word, Excel, PowerPoint, and Microsoft operating systems
- Demonstrated experience creating and maintaining efficient administrative and operational systems.
- Knowledge of electronic health records, AWARDS preferred;
- Must be fingerprinted and cleared by the New York State Justice Center

**What we are looking for:**

- Exceptional communication skills.
- Excellent diplomacy, poise and social skills applicable to working with participants facing crises and stress.
- Must maintain confidentiality and have the ability to exercise a high level of judgment/discretion.
- 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.

**Benefits We Offer:**

- Three weeks of vacation, five personal days, 12 sick days, 10 paid holidays
- Paid Family Leave; Short-Term Disability insurance
- Summer Flex Hours
- Comprehensive medical, vision, and dental plans
- 403b contribution; life insurance
- Pre-tax savings plan (including Flexible Spending Accounts and TransitChek)
- College savings plan
- Employee Assistance Program



**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:** Unique People Services -- SHA

**Site:** Crown Residence -- SHA

**Position:** Case Manager

**Job Location:** Bronx

**Posted:** 5/26/2020

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

**Contact Info**

Program Director

Email:

**Job Description**

Will report to the Clinical Supervisor. Will be responsible for providing case management, service planning, advocacy and referral services to mentally ill and/or substance using individuals in order to maximize their functioning and prevent hospitalization. Provides access and referral to concrete services on behalf of residents. Communicate with family, collaterals, and other agency staff on behalf of residents as a part of service planning. Conduct intake screenings. On-call during off-hours and weekends, available for consultation on an as needed basis. Participate in Utilization Review, staff rounds, and discharge planning. Professional visits and off-site screenings at other Agencies. Maintain appropriate documents, records, and statistical data to write reports in an organized, timely, and accurate manner. Accompany clients to outside appointments, hospital/clinic emergencies, field trips as necessary. Conduct various structured and therapeutic activity groups especially communication skill personal awareness, group therapy, activities therapy and maintain short/long term goals. As a member of the disciplinary team at Haven Apartments or Lynn's Place, you will assist in preventing hospitalization maximizing functioning homeless emotionally disabled adults both at the residence and in the community. Establish individual and group counseling, and other therapeutic techniques. Perform other duties as assigned.

**Experience/Requirements**

Education & Experience: Bachelor's Degree in Social Work or Human Services or a High School Diploma or Equivalent and at least five (5) years' experience working with homeless and mentally disabled individuals. To apply email resume and cover letter to: [recruit@uniquepeopleservices.org](mailto:recruit@uniquepeopleservices.org)

**Agency:** Unique People Services -- SHA

**Site:** Crown Residence -- SHA

**Position:** Case Manager

**Job Location:** Bronx

**Posted:** 5/26/2020

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

**Contact Info**

Program Director

Email:

**Job Description**

Will report to the Clinical Supervisor. Will be responsible for providing case management, service planning, advocacy and referral services to mentally ill and/or substance using individuals in order to maximize their functioning and prevent hospitalization. Active part of the intake and discharge team. As a member of the disciplinary team, you will assist in preventing hospitalization maximize functioning, assist in avoiding homelessness of mentally ill and substance abusing adults by utilizing engagement skills, motivational interviewing, individual and group counseling, Person centered care and other therapeutic techniques. Conduct client home visits monthly or as needed. Attend all mandatory agency and program trainings. Report apartment maintenance deficiencies to supervisor in a timely manner. Collaborate with building management/superintendent in order to address clients' apartment issues. Conduct and or participate in various structured and therapeutic activity groups especially communication skills, personal awareness and vocational skill building groups. Adhere to incident management protocol. Provide access and referral to concrete services on behalf of clients. Communicate with family, collaterals, and other agency staff on behalf of clients as a part of service planning. Collaborate with service providers in accordance with program policy, in order to maximize coordination of care of clients' behalf. Professional visits and off-site screenings at other Agencies. Maintain appropriate documents, records, statistics and reports in an organized, accurate and timely manner. Accompany clients to appointments, hospital/clinic emergencies and field trips as necessary. Perform other duties as assigned.

**Experience/Requirements**

Education: Bachelor's Degree in Social Work or Human Services or related field of study. In lieu of a 4-year degree, we will accept a High School Diploma or Equivalent and at least five (5) years' experience working with homeless and mentally disabled individuals. To apply email resume and cover letter to: [recruit@uniquepeopleservices.org](mailto:recruit@uniquepeopleservices.org)

**Agency:** Unique People Services -- SHA

**Site:** Crown Residence -- SHA

**Position:** Health Care Coordinator

**Job Location:** Bronx

**Posted:** 5/26/2020

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

**Contact Info**

Program Director

Email:

**Job Description**

Will report to the Program Manager. Assist in the management of the nursing care of individuals including, the scheduling of initial and appropriate follow up medical appointments. Administer prescribed medications by the appropriate manner, assist or change dressings and cleaning wounds or incisions, take and record the individuals vital signs to detect deviations from the normal to gauge progress of the individual, observe, assess, and report to nurse any adverse condition and reaction to drugs, treatments and significant incidents. Ensure the individual is receiving quality care and the care they need. Check Medex for errors and inform AMAP and/or nurse. Daily medications check to ensure ample supply is available. Certify written clinic summaries are accurately completed. Confirm all appointments and/or follow up appointments are scheduled and recorded. Drive and accompany the individual to their medical appointments. Contact the psychologist when there are changes in psychotropic medication. Document in medication log for all staff and other Approved Medication Administration Personnel (AMAP) medication changes, medical problems, and medication instructions as well as medical appointment instructions. Verify entitlement information and Medicaid card accompany individual for all medical appointments. Follow up with clinics and/or Doctor's orders for lab or X-Ray results. Follow up with nurse or LPN regarding any medical situation. Serve as liaison, interpreter and accompany individual to appointments with outside providers of health services as necessary. Perform other tasks as assigned.

**Experience/Requirements**

Education: High School Diploma or Equivalent.

Experience: Minimum of two (2) years relevant experience, preferably in healthcare. Proficient computer skills Microsoft Suite Programs. NYS Driver's License required.

**Agency:** Unique People Services -- SHA  
**Site:** Crown Residence -- SHA  
**Position:** Maintenance Assistant/Driver  
**Job Location:** Bronx

**Posted:** 5/26/2020  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Program Director  
 Email:

#### Job Description

Maintain the building's interior and exterior in a clean and safe manner. Clean hallways, rooms, offices and communal area on a regularly scheduled basis. Make minor repairs. Collect and bag garbage and place outside for trash collection day. Participate in the moving of residents. Perform monthly safety inspections of resident's rooms. Ready residential rooms for occupancy. Paint and repair residential rooms when vacated, as necessary. Maintain all mandated building maintenance/fire safety certifications. Complete daily work assignments in a timely and accurate manner. Troubleshoots issues to determine necessary repairs. Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures. Maintain work area clean, safe and organized. Knowledge of general carpentry and repair. Ability to use hand tools and power tools. Excellent organizational, time management, interpersonal and communications skills. Perform other tasks as assigned.

#### Experience/Requirements

Education: High School Diploma or Equivalent.

Experience: One (1) year related experience working in a residential setting. Positions that require NYS Drivers' License must have a clean driving record or 3 points or less is acceptable. Ability to follow instructions from supervisors or management.

**Agency:** Unique People Services -- SHA  
**Site:** Crown Residence -- SHA  
**Position:** Program Manager  
**Job Location:** Queens

**Posted:** 5/26/2020  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Program Director  
 Email:

#### Job Description

Will report to the Director of DD Services. Advocate and coordinate services as per the need of the individuals in an effort to meet personal goals identified by/for the individual through residential services. Oversee, manage and perform day-to-day administrative functions within the Residential program relative to implementation of Unique People Services policies and procedure as set forth by OPWDD. Oversees adequate implementation of the Individuals' habilitation plans and behavioral services. Organize and monitor medical needs including medication administration. Manage incidents while adhering to OPWDD 624 regulations. Monitor administrative record books, review billing documentation for submission to Fiscal. Conduct and oversee supervisors' meetings/trainings and facilitate monthly staff meetings. Initiate and follow through on the hiring process of all new residential staff. Attend all meetings as needed. In conjunction with the Director of DD Services formulate a written plan of action for program audits and ensure follow through. Works in collaboration with Administrative Office, to include, Human Resources, Fiscal, Operations, Developmental Disabilities and Facilities Maintenance to ensure staffing, equipment; materials and supplies are appropriate and sufficient to guarantee the therapeutic and well-being of the individuals. Ensure are adhered to by all staff. Certify the timely completion of staff training and are trained on applicable laws, regulations, policies and procedures – while also conducting workshops/trainings on a quarterly or as needed basis. Enforces progressive discipline based on Unique People Services policies and procedures for the all of the residential staff. Providing direct oversight and monitoring of all fiscal resources. Work in collaboration with assisting Director of DD Services with development of residential services. Ability to assist with individuals (possible lifting involved) in an emergency or as needed. Ensures physical plan is compliant with meeting the OPWDD standards for scheduled and unscheduled audits. Submission of OPWDD monthly reports to the Director of DD Services. Additional responsibilities as deemed necessary and appropriate by the Director of DD Services.

#### Experience/Requirements

Education: High School Diploma or Equivalent. Bachelor's Degree strongly preferred in Social Work, Psychology, Human Services or a related field of study.

Experience: Minimum four (4) years' experience working with developmental disabilities (DD) population. Progressive supervisory experience in DD or related field. Two (2) years delivering behavioral intervention services to individuals with DD including the implementation and monitoring of behavior protocols.

**BA/BS Required****Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Registered Nurse**Job Location:** Manhattan**Posted:** 5/11/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

Janian Medical Care, P.C., seeks a Registered Nurse for CUCS' Intensive Mobile Treatment (IMT) Team. As part of Mayor DeBlasio's NYC Safe initiative, the Intensive Mobile Treatment (IMT) Team is designed to provide care to New Yorkers who have had recent and frequent contact with the mental health, criminal justice and homeless systems. DoHMH has chosen CUCS to expand its successful operation of IMT to include two additional Manhattan based Teams which each provide care to a maximum of 27 clients. Each team consists of 4 social service clinicians including the IMT Team director, 2 peers, a half-time psychiatrist and a Registered Nurse.

CUCS' partner, Janian Medical Care provides psychiatric, nursing and primary care to homeless and formerly homeless New Yorkers in supportive housing, shelters and with street outreach teams. Janian Medical Care is widely recognized as a leader in the delivery and development of on-site clinical services and at offering clinicians a supportive, flexible work environment that supports clinical freedom and creativity. Our clinicians enjoy expert supervision that encourages clinical excellence and continued professional development. We offer a competitive salary commensurate with experience and excellent benefits. There is a 10% salary supplement for service to the IMT Team. This is a full-time position. Working hours may be flexible.

The Registered Nurse will have primary responsibility for improving the overall health of program participants including promotion of physical and mental health integration. The Registered Nurse will work with members of the multi-disciplinary IMT Team towards this goal by engaging in the following activities:

- Conducting diagnostic and risk assessments and providing care in multiple settings including in institutional settings and in participants' homes
- Providing clinical care, including administering medication, at the direction of the IMT psychiatrist
- Maintaining medication logs and databases
- Assisting participants with compliance with treatment including with medications
- Linking participants to primary and specialty care
- Participating in multidisciplinary team meetings
- Liaising with pharmacies, hospitals and city agencies as needed

**Experience/Requirements**

- New York State licensed Registered Nurse
- Experience working with people living with mental illness and/or with homeless or justice-involved people preferred
- Bilingual preferred but not required

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Dir. Of Adult Home Initiatives**Job Location:** Queens**Posted:** 4/27/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

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

Position Type: Full Time: Ability to travel and work afternoons, evenings and weekends.

Position Location: Queens (Far Rockaway) Bronx

Position Salary: Negotiable based on experience

**Essential Job Function**

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

Establishes procedures and protocols guiding staff involvement in all phases of adult home resident transition, beginning with outreach and program promotion, with consideration to the findings of the Independent Review Team and the Supplement to the Settlement Agreement.

Design and establish creative engagement strategies that inspire class members to move toward living in supported housing.

Design and establish Peer Support service structures and processes to help address class members' barriers to transitioning into supported housing.

Continually assess and clarify role and responsibilities of AHI staff in-reach, assessment and service planning support strategies

Develops AHI materials to illustrate and inspire community integrated life in Supported Housing for class members.

Coordinates fact-finding and research practices including surveys, interviews, and community mapping.

Collaborates with external groups (e.g. Baltic Street, Care Management Agencies, Adult Home and Housing Contractor administration and staff, OMH representatives, and Independent Reviewers) in generating and refining strategies and practices.

Partners with Housing Contractor assessment staff in utilizing Peer staff to assist in clearing assessment backlog within identified timeframes.

Collaborate with Training Department and other partners in the development and delivery of relevant peer-focused training materials and practices.

Support staff to develop, plan, and execute community events aimed at promoting the initiative's goals and enhancing Adult Home resident awareness of and access to transition-related resources.

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

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

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

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

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

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

Establish Quality Assurance systems, consulting with QI where necessary, and Participate in OMH quality assurance and incident reporting practices as required.

Ensure adherence to agency policies and practices.

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

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

Attend and participates in supervision, meetings and training sessions.

**Experience/Requirements**

At least three (3) years of supervisory experience, require

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

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

Recipient/survivor of mental health services, preferred.

Experience with developing new initiatives and program start-up, preferred.

Leadership experience in Peer-led projects and services, preferred.

Experience with New York Mental Health Housing, preferred.

Possess strong understanding and practice of peer-informed services models, Intentional Peer Support, recovery, wellness and related services.

Analytical and innovative problem solving abilities.

Attentive to details in documentation and data collection, reporting and analysis.

Strong skillsets in conflict management and negotiation. Excellent oral and written diplomatic and professional communication skills.

Ability to travel and work afternoons, evenings and weekends.

**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:** Unique People Services -- SHA**Site:** Crown Residence -- SHA**Position:** Case Manager**Job Location:** Bronx**Posted:** 5/26/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Program Director

Email:

**Job Description**

Will report to the Clinical Director. Assess residents' needs and develop case plan to ensure needed services both inside the residence and in the community are united. Assist resident in developing necessary skills to live more independently in permanent housing. Oversee and coordinate program admission process. Conduct interview of referrals with 24 hours of the HASA referral. Facilitate individual and group counseling sessions. Assist in identifying new permanent housing referrals. Implement and monitor the service needs of residents in order to provide case management services that link residents with other agencies, health providers and support systems. Document all direct service activities including residents served, case closures and direct service advocacy interventions. Assist resident in gaining the skills necessary to live more independently and arrange for placement in a permanent housing program. Perform other tasks as assigned.

**Experience/Requirements**

Education: Bachelor's Degree in the Human Services preferred.

Experience: Prior experience counseling groups and/or individuals, in crisis intervention and resident advocacy. Knowledge of working with HIV/AIDS, substance abuse and mentally ill population. To apply email resume and cover letter to: [recruit@uniquepeopleservices.org](mailto:recruit@uniquepeopleservices.org)

**Agency:** Unique People Services -- SHA  
**Site:** Crown Residence -- SHA  
**Position:** Housing Specialist

**Posted:** 5/26/2020  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Program Director  
 Email:

**Job Location:** Bronx

#### Job Description

Will report to the Clinical Director. Under general supervision, is responsible for identifying permanent housing for program participants. He/She will assess residents' eligibility and determine their housing and service needs. Advocates on resident's behalf to obtain and/or maintain housing subsidies (Section 8, FEPS, etc.). Assist residents in the completion of applications for housing and rental subsidy programs, and conduct housing counseling. Cultivate relationships with prospective realtors, landlords, brokers, NYCHA, HRA, management companies and community based organizations. Coordination housing search with all involved agencies including HPD, NYCHA, and Section 8. Utilize various resources such as the internet to identify available apartments. She/He will accompany residents to apartment visits and lease signings. He/She will maintain detailed resident notes and update database. Monthly reports that document all direct service activities, including, residents served, case closures, direct service advocacy interventions, transitional initiatives, expected lease signing dates and permanent housing placement. The individual should have good listening skills and a great deal of patience. Knowledge of NYC permanent housing opportunities, including housing vouchers, affordable housing and subsidy programs. Perform other tasks as assigned.

#### Experience/Requirements

Education: Bachelor's Degree in Social Work, Human Services or a related field of study preferred. Experience: Minimum one (1) year experience working with HIV/AIDS, homeless adults diagnosed with a serious and persistent mental illness, and substance abuse population.

## MA-MSW-CSW Required

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

**Posted:** 4/27/2020  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

#### **Contact Info**

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

**Job Location:** Manhattan

#### Job Description

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

#### Experience/Requirements

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

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

**Posted:** 5/11/2020  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

#### **Contact Info**

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

**Job Location:** Manhattan

#### 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 but not limited to, site management, inter-team coordination, contract regulatory/policy compliance, and managed care linkages.

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Clinical Supervisor at The Times Square, an acclaimed supportive housing residence which houses 652 tenants. The Times Square is located at 255 West 43rd Street in Manhattan.

#### Experience/Requirements

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

At least 16 months of eligible LCSW practice time.

LMSW and 2 years post-masters direct experience with population(s) served by the program, administrative and supervisory experience.

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Manhattan**Posted:** 6/8/2020**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 but not limited to, site management, inter-team coordination, contract regulatory/policy compliance, and managed care linkages.

**Experience/Requirements**

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

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

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

residence which houses 652 tenants. The Times Square is located at 255 West 43rd Street in Manhattan.

Experience and Education Required – Clinical Supervisor 3:

LCSW and 2 years post-masters direct experience with population(s) served by the program, administrative and supervisory experience.

Strong writing and verbal communication skills

Strong clinical assessment skills Computer literacy

Strong interpersonal and organizational skills

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

Good writing and verbal communication skills

Ability to problem-solve, prioritize and effectively manage time

Computer literacy

· Experience with EPB groups services preferred

· Bilingual English/Spanish preferred

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

Clinical Supervisor 1

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

At least 18 months of eligible LCSW practice time.

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

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

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



**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Manhattan**Posted:** 4/27/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

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

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiative for homeless people, invites applications for 2 Social Worker positions at the new Intensive Mobile Treatment Teams.

The Intensive Mobile Treatment Team will work with individuals that move frequently across the behavioral health care system (outpatient and inpatient), the homeless services system (shelter, street, Safe Haven), and the criminal justice system (jail, probation, parole), and have barriers to engage in the services they need.

The mission of IMT is to improve an individual's quality of life through counseling, advocacy (both on an individual and systems level), support and assistance with meeting one's individual needs and goals, and most importantly, by providing an opportunity to connect with a diverse team of service providers. IMT teams work with individuals regardless of their current or past experience with substance use, mental health concerns, physical health concerns, involvement with the criminal justice system, and/or history of violence. IMT teams stay connected to individuals regardless of their location in shelter, on the street, in housing, hospital or jail. By staying connected over time, across systems and boroughs, we expect fewer people to fall through the cracks.

The salaries for all of the positions at the Intensive Mobile Treatment Programs will be 10% higher than the standard CUCS salaries.

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

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

Screening and assessing participants for the treatment of co-occurring substance use disorders including through involvement in an interdisciplinary assessment.

Advocating and liaising for recipients within the criminal justice and shelter system.

Assisting program participants in securing medical care, entitlement and other community supports that promote integrated physical and mental health, safety, wellbeing and recovery.

Providing or connecting participants with employment counseling, vocational rehabilitation, completion of housing applications and placement, and provision of life skills training.

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

**Experience/Requirements**

Master's Degree in Social Work required (LMSW will be required when required by New York State to provide Social Work services).

Recent and upcoming graduates and experienced clinicians encouraged to apply.

Post-masters direct service experience with substance abuse required.

This person must possess strong assessment, written and verbal communication skills, and computer literacy.

Bilingual Spanish/English preferred

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Manhattan**Posted:** 4/27/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

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

**Job Description**

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

**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:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Brooklyn**Posted:** 4/27/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

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

**Job Description**

he 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 Schermerhorn House, a 217 unit permanent housing site for single adults located in Boerum Hill, Brooklyn. The project houses individuals with histories of homelessness, mental illness and/or substance abuse, individuals living with HIV/AIDS and low income people who are members of the performing arts community.

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 assistance team leader in a variety of capacities, building their own leadership skills. The social worker will also be able to work towards eventual SIFI certification in order to take on future MSW interns. The social worker will receive weekly clinical supervision that meets the requirements for LCSW hours and have access to all CUCS agency training's.

**Experience/Requirements**

New MSW graduates are encouraged to apply, but are required to obtain LMSW within 6 months of hire  
MSW/LMSW

Related experience working with mentally ill, HIV positive or homeless individuals is strongly preferred.

Good verbal and written communications skills.

Computer literacy.

Ability to work as part of a team

Ability to commit to the following Weekly Schedule:

- 4 days a week: 9am-5pm
- 1 day a week: 12pm-8pm
- Bilingual Spanish/English is preferred

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Director of PROS**Job Location:** Manhattan**Posted:** 4/27/2020**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.

**Program Overview**

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. Guided by an understanding of the agency's philosophy, the PROS program approach, and by the agency's standards for management performance, the Director is responsible for the general oversight and administration of East Village Access. The Director has final oversight of OMH licensure, Medicaid compliance and quality assurance. The Director is responsible for projecting a positive image of the employees, participants, and agency to the public, participants, other agencies, families and Board of Directors. All job duties must be performed in a manner promoting empowerment, recovery and a team approach.

Position Type: Full Time (Available to work on Saturdays and holidays)

Position Salary: Negotiable (Based on Experience)

Position Location: Manhattan (Lower East-side)

**Essential Job Functions**

Supervises participant use of services including assignment to staff, assessment, intake and admission, referral and discharge to services that provide optimal support and treatment. Recruits, directs, and provides guidance and supervision to assigned staff so that program goals are communicated effectively and job performance is continuously and formally evaluated.

Facilitates the identification, creation and development of services and activities to meet the needs of participants.

Ensures management of appropriate staff coverage per regulatory requirements and specific service delivery needs (e.g. clinical and intensive rehabilitative).

Promotes the integration of clinical and rehabilitation service delivery by nurturing a team approach and facilitating the collaboration of medical and non-medical staff.

Markets services in order to ensure adequate utilization and fiscal viability.

Assists with creating and amending policies, procedures, and operational guidelines.

Conducts Quality Assurance, Utilization Review and program evaluation to guide strategic planning and development.

Monitors program budget and negotiates issues with the fiscal department as they arise.

Collaborates with community based programs and clinical providers to ensure coordinated services to individuals and families and address needs identified in participant-plans;

Assures that all requisite documentation/charting is completed in an accurate and timely manner in accordance with appropriate regulations.

Ensures that the program meets all regulatory requirements, operates within the agency's Medicaid Compliance Program and any contract requirements with DOHMH and other funding entities.

Manages crisis intervention and emergencies.

Ensures timely and accurate submission of Medicaid and other billing.

Ensures timely and accurate submission of reports and other documents to meet funding, contracting and agency requirements.

Assists with writing and submission of proposals for funding.

Serves as a member of the executive management team and incident management committee.

Provide community representation and liaison, including participation in planning, funding, and other meetings, groups and coalitions.

Provides direct services to a small group of participants.

Liaises with Foothold Technology to ensure that the database system is responsive to program needs.

**Experience/Requirements**

Licensed Master in Social Work; LMSW/LCSW

Minimum of five years of experience in mental health, with some clinical experience, preferred.

Minimum of five years of administrative and/or supervisory experience, preferred.

In depth understanding of PROS Regulations

Commitment to recovery oriented practice.

Resourcefulness and a good sense of humor a must.

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.

**Agency:** Unique People Services -- SHA**Site:** Crown Residence -- SHA**Position:** Clinical Director**Job Location:** Bronx**Posted:** 5/26/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Program Director

Email:

**Job Description**

Will report to the Program Director. Under general supervision, is responsible for overall administrative, clinical and supportive supervision to Case Managers and other support staff that promotes professional growth and development. This is in conjunction with ensuring the clinical department meets the program's contract deliverables and that a high quality of services delivered to its clients. Ensure that case management staff obtain timely annual psychosocial assessments, medical providers reports for all clients. Educate case management staff on therapeutic techniques and provide direction on how best to assist clients. Participates with clinical staff in mobilizing resources in the community and maintains cooperative working relationships with community agencies, schools, hospitals etc. Coordinate case management and client group activities. Review agenda and group plan with group facilitator. Perform other tasks as assigned.

**Experience/Requirements**

Education: New York State Licensed Social Worker with a Master's Degree in Social Work (MSW) field.

Experience: Minimum two (2) years of supervisory experience in clinical social work setting. Knowledge of services to HIV/AIDS, mental health and substance abuse population.

**Agency:** Unique People Services -- SHA**Site:** Crown Residence -- SHA**Position:** Clinical Supervisor**Job Location:** Bronx**Posted:** 5/26/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Program Director

Email:

**Job Description**

: Will report to the Program Director. While utilizing educational and work experience in human service field. Provide the supervision to Case Managers, oversee service planning, advocacy and referral services to program members in order to maximize their functioning and prevent hospitalization. Complete an admission note of each resident admitted to the residence. Review charts of all clinical staff regularly, for review of appropriate documentation toward the use of established goals and objectives. Communicate with family, collaterals, and other agency staff on behalf of residents as a part of service planning, within the constraints of the resident's right to privacy. Conduct intake screenings, behavioral modification intervention meeting and discharge planning. Available for consultation on an as needed basis. On call during off-hours and weekends. Participate in Utilization Review, staff rounds, supervision and discharge planning, Incident Report Committee, monthly resident meeting, interdisciplinary/intervention/mediation meeting. Perform other tasks as assigned.

**Experience/Requirements**

Education: Master's Degree in Social Work and LCSW or LMSW.

Experience: Minimum two (2) years' experience working with homeless adult individual diagnosed with serious and persistent mental illness preferred. Experience working with formerly homeless population with mental illness. Knowledge of The New York State Office of Mental Health (OMH) guidelines/policy and procedures (595) and 594 for operation of a residential program. Minimum of 2 years clinical supervisory experience and prior experience in providing residential programming for axis one diagnosed adults strongly preferred.

**Agency:** Unique People Services -- SHA**Site:** Crown Residence -- SHA**Position:** Substance Abuse Counselor**Job Location:** Bronx**Posted:** 5/26/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Program Director

Email:

**Job Description**

: Will report to the Clinical Supervisor. While utilizing educational and working skills acquired in the human service field, will provide individual and group counseling services to individuals diagnosed with a Mental Illness that have substance abuse problems (MICA). Will determine the services needs of residents in order to provide appropriate treatment in order to maximize their functioning, prevent hospitalization or relapse and assess their ability to move toward a greater level of independence. Conduct an alcohol/drug assessment in developing a restorative service plan with residents. With residents consent, communicate with family, collaterals and other Agency staff on behalf of residents. Provide individual and group counseling to resident caseload -- i.e., substance abuse, relationships with family and loved ones, consequences of chronic drug abuse. Escort residents to hospital, clinic, emergency room, substance abuse testing, and ongoing services. While developing linkages, resources and other supportive services as needed. Escort residents when required on public transportation. Maintain appropriate documents, records, statistics, and written reports in an organized timely and accurate manner. Participate in staff meetings, staff rounds, supervision, discharge planning and QA activities. Perform other duties as assigned.

**Experience/Requirements**

Education: Master's Degree in Psychology and/or Counseling, or related field of study.

Experience: Minimum one (1) to two (2) years' experience providing counseling and referral services to Mental Illness/Substance Abuse (MICA) individuals; OR three (3) years' experience working with MICA population, and achieved certified hours toward CASAC certification.

**NP/PNP****Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Primary Care Provider**Job Location:** Manhattan**Posted:** 5/11/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Mail: CUCS

198 East 121st St. 6th Fl.  
New York, NY 10035**Job Description**

Janian Medical Care, P.C., seeks a full-time Primary Care Provider.

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 which 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