

# CUCS JOBS JOURNAL

A PUBLICATION OF THE HOUSING RESOURCE CENTER

VOL.26, NO.2

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2021

## ◀ CONTENTS ▶

ANNOUNCEMENTS .....	i-iii
JOB LISTINGS.....	1-19

### 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 **February 1, 2021.**

**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/>.

## Peer Specialist Position Available With CUCS Intensive Mobile Treatment Team

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

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

**Salaries for positions on the Intensive Mobile Treatment Team will be 10% higher than the standard CUCS salaries.**



## eNews

*For Immediate Release on October 27, 2020*

### ***NYPSCB ANNOUNCES NEW CERTIFICATION PROGRAM BASED ON THE SAMHSA CORE COMPETENCIES FOR PEER WORKERS***

The New York Peer Specialist Certification Board (NYPSCB) is pleased to announce the launch of a new certification program designed for peer workers offering non-clinical peer services to people living with or in recovery from mental health and/or substance use conditions. The **New York Certified Peer Worker (NYCPW)** certification program is based upon the **SAMHSA Core Competencies for Peer Workers in Behavioral Health Services (2015)**, which was developed with broad stakeholder involvement and extensive feedback from both the "mental health consumer and substance use disorder recovery movements" (SAMHSA, 2015, p.1). The Core Competencies were intended to "guide delivery and promote best practices in peer support" and designed to be used "to inform peer training programs, assist in developing standards for certification, and inform job descriptions" (SAMHSA, 2015, p.2). To review a copy of the SAMHSA Core Competencies document, visit the NYPSCB [website](#).

In March 2020, the NYPSCB embarked on the development of the NYCPW certification using the SAMHSA Core Competencies as the framework for the new program after identifying numerous trends around peer services, including the need for:

- a more rigorous certification program that better reflects the skills and knowledge needed by peer workers supporting people in or seeking recovery;
- a career ladder for peer workers that recognizes the full continuum of peers from trainee to advanced and supervisor level workers;
- an expansion of the pathways for obtaining certification and the creation of fast tracks for those already peer certified as a Certified Peer Specialist (CPS), a Certified Recovery Peer Advocate (CRPA), a Certified Addiction Recovery Coach (CARC) or other peer certifications;
- a peer certification intended for peer workers supporting people in recovery from mental health and/or substance use conditions that can serve as a model for the integration of peer services and peer certifications within the New York System of care and beyond.

The NYCPW program standards were approved by the NYPSCB in August 2020 and the NYCPW Job Task Analysis was completed in September 2020. As a result, the new certification program will officially launch in November 2020. Unlike the CPS which requires lived experience of a mental health condition, the Certified Peer Worker will require lived experience from a mental health and/or a substance use condition and completion of peer worker specific training, peer work/volunteer experience and completion of a written exam available in 2021. The intent of the new program is to expand the peer worker opportunities and integrate the existing peer certifications into the new program. However, the CPW program will compliment and strengthen the existing peer certifications and not replace them, as candidates will be encouraged to maintain their existing peer certifications if they choose. Those that hold active peer certifications such as the CPS, CRPA and CARC will be offered the opportunity to apply during the transition period from January to June 2021 at no cost, without completing the NYCPW exam and with a simplified application process. Details about the transition program will be announced in December 2020.

The Certified Peer Worker program will offer applicants the opportunity to get certified at 4 levels initially (CPW-Trainee, CPW-Provisional, CPW, CPW-Advanced), based upon the amount of peer work/volunteer experience and number of hours of peer worker specific training they have completed. The NYCPW Job Task Analysis identified 13 CPW Domains overall with three unique domains per level and a fourth domain: Professional Responsibilities. For details about the recently approved CPW Job Task Analysis, certification standards and levels of certification, visit the NYPSCB website for details. For questions about the NYPSCB or the CPW program, please email the NYPSCB Director [mrosier@mhepinc.org](mailto:mrosier@mhepinc.org)

#### **New York Peer Specialist Certification Board, Inc.**

3 Atrium Drive, Suite 200

Albany, New York 12205

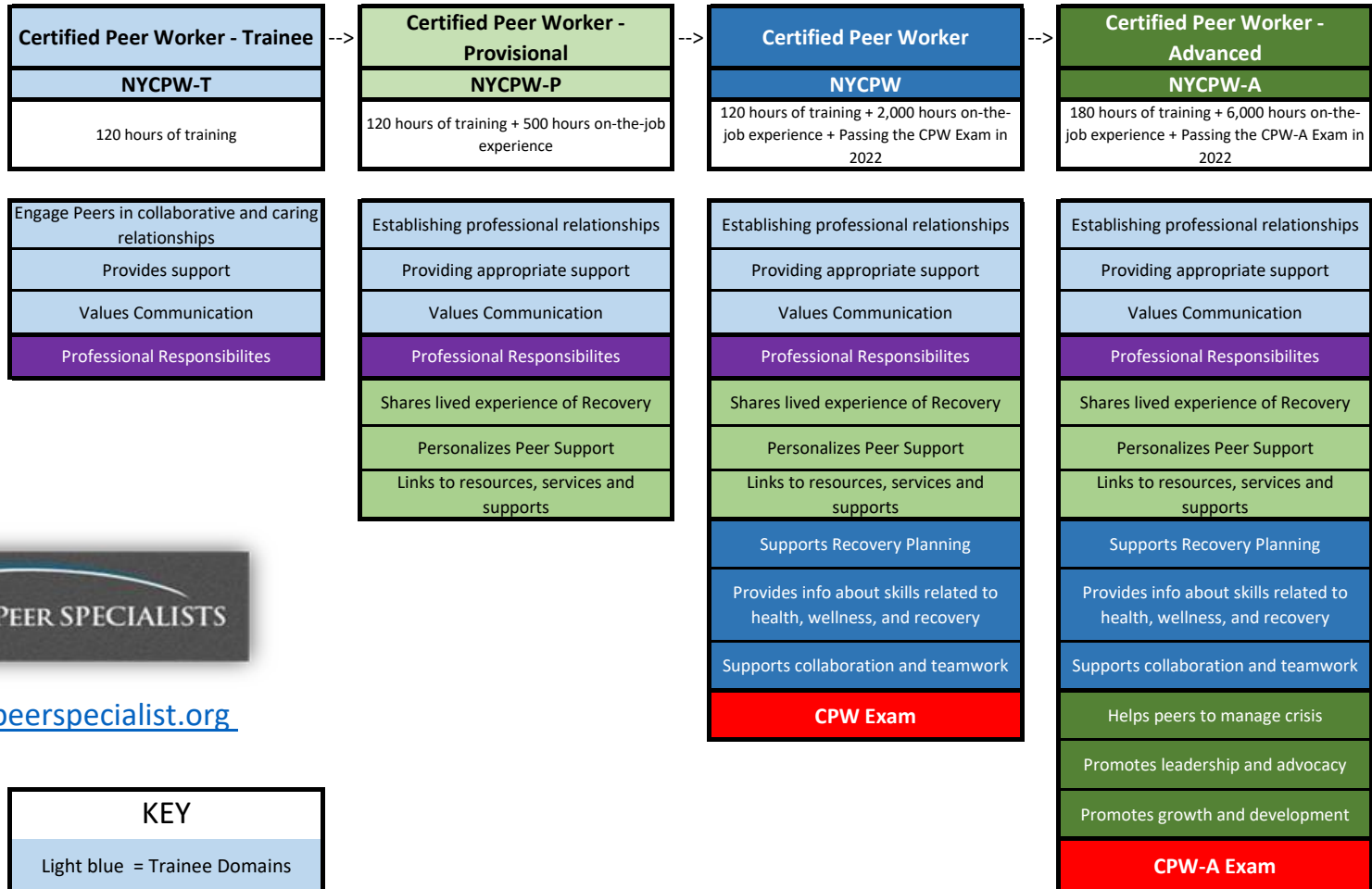
Website: [www.nypeerspecialist.org](http://www.nypeerspecialist.org)

Email: [info@nypeerspecialist.org](mailto:info@nypeerspecialist.org)

T: 518.426.0945

F: 518.434.3823

# The New York Certified Peer Worker Job Task Analysis



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

KEY
Light blue = Trainee Domains
Purple = All NYCPW
Light green = Provisional Domains
Dark blue = Standard Domains
Dark green = Advanced Domains
Red cells = Test

*The NYCPW Job Task Analysis is based upon the SAMHSA Core Competencies of Peer Workers in Behavioral Healthcare (2015)*

*NYPCB Approved October 2020*

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 should be submitted on the organizations' websites. 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

**Tuesday, January 19, 2021**

### HS Diploma/GED Required

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

**Site:** CUCS -- SHA

**Position:** Activity Assistant (5th Ave)

**Job Location:** Brooklyn

**Posted:** 11/23/2020

**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

CUCS invites applications for the following full time position at the Schermerhorn and 575 Fifth Avenue, supportive housing residences located in Downtown Brooklyn and Park Slope, Brooklyn. Many tenants have histories of mental illness, homelessness, substance abuse and/or HIV/AIDS.

##### ACTIVITY ASSISTANT (TENANT SERVICES)

35hrs/week

The Activity Support Assistant is responsible for facilitating onsite therapeutic activities at the Park Slope location, and also includes serving as a computer lab monitor at the Schermerhorn location. This position requires an ability to work at two different sites. At the Park Slope location, the Activity Support Assistant is principally responsible for facilitating activity oriented group work. The Activity Support Assistant is expected to plan and lead assigned activity groups which serve to support the rehabilitation services provided to the agency's recipients. At the Boerum Hill location, this position involves supervising computer lab usage, providing basic technical assistance, and ensuring that computer lab policies and procedures are followed. This individual is also responsible for reporting any computer problems to the appropriate supervisory staff.

Strong organizational, verbal and written communication skills are essential as is the ability to interface effectively and efficiently with colleagues and tenants.

#### Experience/Requirements

- HS Diploma or General Equivalency Diploma
- Related experience and knowledge of designated therapeutic activity
- Good interpersonal skills
- Ability to manage an activity budget
- Computer literacy
- Bilingual Spanish/English a plus

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

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

**Site:** CUCS -- SHA

**Position:** Bilingual Evening CM

**Job Location:** Brooklyn

**Posted:** 11/23/2020

**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

HOURS-4pm to 12am Monday through Friday

The program's goal is permanent housing placement that meets women's preferences, needs and abilities. Program services include: housing placement, on-site health and mental health care, housing focused case management, and group services.

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

Fostering seamless service provision across shifts.

1. Knowing and being able to communicate with clients about the program's mission, structure, and approach to treatment.
2. Providing and documenting relevant information about a client to their workers and other program staff.
3. Knowing program rules and reporting on rule violations.
4. Providing medication monitoring during assigned shifts.
5. Assisting with clients moving into the shelter that occur during shift.

Ensuring that clients are safe and comfortable.

1. Responding to crises.
2. Proactively working to create and/or maintain an environment which is safe and comfortable.

Providing and supporting opportunities for therapeutic recreation and socialization.

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

#### Experience/Requirements

HS Diploma and 2 years experience

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Bronx**Posted:** 12/7/2020**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 Case Manager at The Lenniger will carry a caseload of 25-30 individuals and families. The Case Manager's role is to help clients to build full and satisfying lives by achieving goals that are meaningful to them. Responsibilities include, but are not limited to:

Use a Person-Centered approach to help clients set goals, identify interests, and address concerns.

Help clients to explore interest and involvement in employment, education, volunteering, and other adult role activities.

Be a source of non-judgmental support.

Help clients to identify positive ways of spending time.

Get to know clients and their psychosocial history in order to provide strategic interventions and services.

Help clients to understand and proactively address diagnoses (medical, psychiatric, substance abuse, etc).

Use psycho-educational techniques to help clients understand and adhere to medication regimens, as well as advocate with their providers.

Regularly assess risk factors for violence against self or others, and respond appropriately according to policy guidelines.

Regularly coordinate care with all collateral contacts, including but not limited to family, providers, ACS and APS, Schools, etc.

For family clients, maintain a strengths-based perspective to engage all members of the family in order to help improve family functioning.

The Case Manager serves on a team and is responsible for actively engaging in the program as a learner, culture-creator, and leader. 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**

- BSW and 1 year of relevant work experience, or BA and 2 Years of relevant work experience, or High School Diploma or equivalent and 6 years of relevant work experience

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

- Demonstrated ability to provide services to clients with psychiatric and medical disabilities and with issues of substance abuse.

- Experience working with families.

- Bilingual English/Spanish Required

- Computer literacy, excellent writing and verbal communication skills are required.

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Manhattan**Posted:** 10/26/2020**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

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

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Bronx**Posted:** 11/9/2020**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**

Case manager's responsibility will include case management and clinical services, engagement, outreach, psycho-education, coordination of care, ongoing individual and family counseling, and advocacy. Case Manager will participate and contribute to a program culture that is person-centered, family work oriented and dedicated to continuous quality improvement. The Case Management position is part of a team. The team consists of one Clinical Supervisor, two Social Workers and four other Case Managers. The Case Manager on the team offers additional diverse array of services to our clients including but not limited to:

- Coordination of medical and psychiatric care
- Supportive Counseling
- Group facilitation
- Documentation assistance, completion of assessments, service planning
- Assistance with Self-Administration of medication

**Experience/Requirements**

- 2 years as CM 1 or
- Bachelor's Degree or
- HS Diploma and 4 years relevant experience

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

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Manhattan**Posted:** 11/23/2020**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 initiatives for homeless people, invites applications for a daytime case manager position at the CUCS' Harlem Transitional Services-Kelly Safe Haven. HTS' Kelly Safe Haven is a 60- bed residence. It provides chronically street homeless individuals with mental illness and/or substance abuse assistance in obtaining and maintaining permanent housing. The Housing First/Harm Reduction Model is used to engage people who otherwise may not accept services. A multidisciplinary staff works collaboratively with the residents on their recovery, and housing goals. Staff receive extensive training in Evidence Based Practices including Motivational Interviewing, Wellness Self-Management and Behavioral Treatment Interventions for substance abuse.

Resp: The Case Manager will carry a caseload of 8-10 program residents. They will support the consumer through the housing placement process which includes helping the consumers secure entitlements and work towards psychiatric stability, providing Assistance with Self Administration of Medications, coaching consumers on interview skills, and providing follow-up as is needed to the program residents.

**Experience/Requirements**

- High School Diploma or equivalent
- Experience in homelessness or mental health
- Good interpersonal, engagement and organizational skills
- Good written and verbal communications skills
- Ability to work in a fast paced environment, maintain composure in stressful situations, and work closely with a clinical team
- Bilingual English/Spanish preferred

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Bronx**Posted:** 10/26/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

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

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

**Experience/Requirements**

- Bilingual English/Spanish Required
- BSW and 1 year of relevant work experience, or BA and 2 Years of relevant work experience, or High School Diploma or equivalent and 6 years of relevant work experience

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

- Demonstrated ability to provide services to clients with psychiatric and medical disabilities and with issues of substance abuse.
- Experience working with families.
- Computer literacy, excellent writing and verbal communication skills are required.

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Manhattan**Posted:** 1/4/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

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

**Job Description**

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

The Daytime Case Manager will support the consumer through the housing placement process which includes helping the consumers secure entitlements and work towards psychiatric stability, providing Assistance with Self Administration of Medications, coaching consumers on interview skills, and providing follow-up as is needed to the program residents. They will carry a caseload of 8-10 program residents and as needed facilitate groups for program residents.

**Experience/Requirements**

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

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Manhattan**Posted:** 12/21/2020**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 Prince George is located in the heart of the Flat Iron district of Midtown - Manhattan on 28th street. We are a part of a larger Non-Profit, Social Services agency called The Center for Urban Community Services (CUCS). We primarily offer housing for low income individuals as well as supportive housing to formerly homeless individuals who have suffered various forms of traumas in their past, generally leading to mental illnesses, and substance abuse.

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

Due to the COVID pandemic we are temporarily working on a remote rotation schedule. 2 weeks on-site, 2 weeks remote. The hours are currently 9-5 Mon-Fri. This is subject to change.

PPE is provided.

**Experience/Requirements**

Due to our funding requirements we may only consider applicants for the Case Management position:

That have a Four-Year College degree

OR

Candidates who have a High School Diploma or Equivalent and 4 years of related Social Services experience.

Spanish speaking preferred.

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Brooklyn**Posted:** 12/21/2020**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 Case Manager is responsible for a caseload of 25-28 clients. The job comprises a full range of direct services to clients with particular emphasis on mental health, physical health and substance abuse services. Services may also include money management, coordination of care, medication management, on- going individual counseling, and completing documentation of these services. Additional responsibilities include involvement in evidence based practices such as Supported Employment and Motivational Interviewing. The Case Manager will participate and contribute to a program culture that is client-centered, outcome-oriented and dedicated to continuous quality improvement.

**Experience/Requirements**

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

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Manhattan**Posted:** 12/21/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

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

**Experience/Requirements**

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

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



**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Bronx**Posted:** 1/19/2021**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 Park House and Webster Ave residences are new supportive housing sites in the Tremont section of the Bronx for low-income and formerly homeless families and individuals. Both buildings are new construction, developed on the same plot of land, and connected by an outdoor courtyard area. CUCS staff provide social services at both sites. The Webster houses 170 tenants and Park House houses 20 special needs tenants. Park House and Webster both opened in 2018.

**Responsibilities:**

The Case Manager 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 Case Manager will be expected to provide includes case management and clinical services, engagement, outreach, psycho-education, coordination of care, ongoing individual counseling, advocacy, medication assistance, as well as complete documentation of these services. The case manager will participate and contribute to a program culture that is client-centered, outcome-oriented, and dedicated to continuous quality improvement.

**Experience/Requirements**

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

Note: for every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.  
To apply go to [www.cucs.org](http://www.cucs.org).

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager (ACT)**Job Location:** Bronx**Posted:** 1/4/2021**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 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.

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Early AM Outreach Case Manager**Job Location:** Manhattan**Posted:** 11/23/2020**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 Case Manager provides a full range of direct services to clients living on the streets and pursuing permanent housing. The Case Manager will work within an interdisciplinary team focusing on moving people off the streets of Upper Manhattan into permanent housing and successfully reintegrating into their communities. The Case Manager's responsibilities will include outreach to clients living on the street as well assisting their caseload with obtaining permanent housing. The early morning case manager's schedule is from 5:30am to 1:30pm. There is a Quarterly Overnight count all staff are expected to attend.

**Experience/Requirements**

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

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Evening ADL Specialist**Job Location:** Bronx**Posted:** 12/7/2020**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 Evening ADL Specialist is responsible for working with an shelter residents on daily living skills to prepare clients to obtain and maintain housing; help clients live full and satisfying lives in the community; assist with intake and move outs; help their team and program to function well and meet their contractual obligations including passing Callahan inspections; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements.

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for an EVENING ADL SPECIALIST at the Delta Manor shelter in the Bronx. The program serves 101 homeless men with serious mental illness. Please note that the Delta Manor is a 5-story walk building with no elevator and all candidates must be able to easily use the stairs.

The schedule for this position is Monday-Friday 3pm-11pm.

**Experience/Requirements**

- BSW and 1 year of relevant work experience OR
  - BA and 2 Years of relevant work experience OR
  - High School Diploma or equivalent and 6 years of relevant work experience OR
  - \*\* For applicants without a college degree, every 30 credits can be substituted for 1 year of experience.
  - Demonstrated ability to provide services to clients with psychiatric and medical disabilities and with issues of substance abuse.
  - Computer literacy, excellent writing and verbal communication skills are required.
  - Bilingual English/Spanish preferred, but not required
  - Ability to work effectively as part of a team
  - 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.
- To apply go to [www.cucs.org](http://www.cucs.org)

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Evening Case Manager**Job Location:** Bronx**Posted:** 12/7/2020**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 Evening Case Manager is responsible for a caseload of 5-6 clients. The job comprises a full range of direct services to clients with particular emphasis on housing placement, 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.

In addition to managing a small caseload the Evening Case Manager completes tasks related to management of the shelter in the evening, such as medication monitoring, bed checks, rounds, managing and documenting incidents, packing up belongings for people who lose their bed/setting up beds for new clients, locker searches, and orienting new clients to the shelter.

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 EVENING CASE MANAGER at the Delta Manor shelter in the Bronx. The program serves 101 homeless men with serious mental illness. Please note that the Delta Manor is a 5 story walk building with no elevator and all candidates must be able to easily transport using the stairs. The shift for this position is Monday-Friday 3pm-11pm.

**Experience/Requirements**

- BA and 2 Years of relevant work experience
  - High School Diploma or equivalent and 6 years of relevant work experience
  - For applicants without a college degree, every 30 credits can be substituted for 1 year of experience.
  - Demonstrated ability to provide services to clients with psychiatric and medical disabilities and with issues of substance abuse.
  - Computer literacy, excellent writing and verbal communication skills are required.
  - Bilingual English/Spanish preferred, but not required
  - Ability to work effectively as part of a team
- To apply go to [www.cucs.org](http://www.cucs.org).

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Medication Case Manager**Job Location:** Brooklyn**Posted:** 1/19/2021**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**

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 Case Manager is responsible for working along side the site's LPN and medication team to monitor medications for the shelter residents. Assistance with Self Administration of Medication is a fundamental part of our program model. The Case Manager will monitor clients self administering their medication, seek out clients and provide counseling to encourage medication compliance, assist with ordering and receiving of medications. Additional tasks include escorting, coordination with onsite providers, and opportunities for on-site groups. The Case Manager will work along side all staff to help our clients 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.

**Experience/Requirements**

2 years as CM 1  
or  
Bachelor's Degree  
or  
HS Diploma and 4 years relevant experience.

Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.  
To apply go to [www.cucs.org](http://www.cucs.org).

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** PD Security/Safety Specialist**Job Location:** Manhattan**Posted:** 12/21/2020**Benefits:** Unknown**FT/PT:** PT**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), is proud to announce that it will be opening a co-located Drop-in Center and Safe Haven in lower Manhattan in Fall 2020. The program will provide case management and housing placement services to 70 to 90 people at the Drop-In Center and 24 people at the Safe Haven. For more information about the programs please see attached program announcement.

We are currently hiring Per Diem Safety Specialists for both the Drop In Center and the Safe Haven. These are 24 hour programs and the Safety Specialist shifts are as follows: 8am – 4pm, 4pm – 12am and 12am – 8pm, 7 days a week. The Per Diem Safety Specialists will not have a consistent schedule, but be available to cover for full-time staff on an as needed basis.

**Responsibilities:****Security:**

The Safety Specialist is responsible for ensuring the overall security of the site and access control. Safety Specialists are responsible for viewing camera footage as well as performing foot patrol frequently, throughout the building. During these foot patrols, staff will engage clients and maintain an active, supportive presence. Safety Specialists will be trained to proactively intervene in client conflicts using verbal de-escalation skills and will be trained in responsible physical restraint methods to be used when necessary.

**Client engagement:**

Safety Specialist staff members are responsible for ongoing engagement and outreach to clients of the Drop In Center and Safe Haven, including initial intake interviews for service recipients who wish to access services from the Drop In Center. Entering contact notes into the client data base for services provided, such as outreach for appointments within the center, provision of supplies, and general support to clients wishing to receive services but not yet on caseload, is required. Written communication with the clinical team via the program log and verbal communication/collaboration regarding pertinent client information is a daily expectation. Training will be provided to ensure that all staff are skilled in working with the chronically street homeless population; many of whom also present with co-occurring substance use and mental health diagnoses. Training specific to best practices in de-escalation and crisis intervention will also be provided. Transporting DIC clients to respite bed sites on a daily basis is an additional responsibility for the evening and overnight shifts.

**Experience/Requirements****Experience and Education Required:**

High School Diploma or equivalent although a Bachelor's degree is preferred  
Bilingual English/Spanish preferable although not required.  
A clear understanding of the homeless and mentally ill population  
Good interpersonal, engagement and organizational skills  
Good written and verbal communications skills  
Ability to work in a fast paced environment, maintain composure in stressful situations, and work closely with a clinical team

**Certification/Licensure:**

NYS Security Guard Training Certificate required within 3 months of hire  
First Aide/CPR certificate-required within 3 months of hire  
F-80 Fire Coordinator  
F-02 New York Fire Department Certificate of fitness as fire guard, shelters- required prior to start  
Driver's license required  
NAPPI De-escalation/Physical Restraint training  
Must pass a fingerprinting/background check

**Physical Requirements:**

Ability to stand, walk and sit for long periods of time  
Ability to travel within the community in all types of weather, including inclement weather.

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Case Manager**Job Location:** Manhattan**Posted:** 1/4/2021**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

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

**Job Description**

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

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

Hours: Weekends 8am-4pm, 4pm-12am, and 12am-8am

**Experience/Requirements**

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

- Good verbal and written communication skills

- Computer literacy

- Bilingual Spanish/English preferred

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Case Manager**Job Location:** Manhattan**Posted:** 10/26/2020**Benefits:** Unknown**FT/PT:** PT**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), is proud to announce that it will be opening a co-located Drop-in Center and Safe Haven in lower Manhattan in September 2020. The program will provide case management and housing placement services to 70 to 90 people at the Drop-In Center and 24 people at the Safe Haven. Both programs operate 7 days per week with staff on-site 24 hours per day. For more information about the programs please see attached program announcement.

We are currently hiring for four Per Diem Case Manager positions for the Drop-In Center and Safe Haven. The shift is Saturday and Sunday 8:00am-4:00pm.

The Per Diem Case Manager is responsible for working with clients from both programs to help them obtain housing, help clients live full and satisfying lives in the community, help their team and program to function well and meet their contractual obligations including achieving contracted housing placement goals, and striving as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements. Some of the responsibilities of the Per Diem Case Manager include the following:

- 1) Fostering seamless service provision across shifts.
  - Knowing and being able to communicate with clients about the program's mission, structure, and approach to treatment.
  - Providing and documenting relevant information about a client to their workers and other program staff.
  - Knowing program rules and reporting on rule violations.
  - Conducting intake assessments to clients coming into the drop in center.
  - Providing medication monitoring during assigned shifts.
- 2) Ensuring that clients are safe and comfortable.
  - Responding to crises.
  - Proactively working to create and/or maintain an environment which is safe and comfortable.
- 3) Providing and supporting opportunities for therapeutic recreation and socialization.
  - Proactively working to engage clients in the program.
  - Facilitating group activities.

**Experience/Requirements**

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Case Manager**Job Location:** Manhattan**Posted:** 10/26/2020**Benefits:** Unknown**FT/PT:** PT**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), is proud to announce that it will be opening a co-located Drop-in Center and Safe Haven in lower Manhattan in September 2020. The program will provide case management and housing placement services to 70 to 90 people at the Drop-In Center and 24 people at the Safe Haven. Both programs operate 7 days per week with staff on-site 24 hours per day. For more information about the programs please see attached program announcement.

We are currently hiring for four Per Diem Case Manager positions for the Drop-In Center and Safe Haven. The shifts are Friday, Saturday and Sunday 12:00am-8:00am.

The Per Diem Case Manager is responsible for working with clients from both programs to help them obtain housing, help clients live full and satisfying lives in the community, help their team and program to function well and meet their contractual obligations including achieving contracted housing placement goals, and striving as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements. Some of the responsibilities of the Per Diem Case Manager include the following:

- 1) Fostering seamless service provision across shifts.
- Knowing and being able to communicate with clients about the program's mission, structure, and approach to treatment.
- Providing and documenting relevant information about a client to their workers and other program staff.
- Knowing program rules and reporting on rule violations.
- Conducting intake assessments to clients coming into the drop in center.
- Providing medication monitoring during assigned shifts.

**Experience/Requirements**

- High School diploma
  - 1 year related experience
  - Appropriate verbal and written communication skills
  - Computer literacy
  - Some college preferred; B.A. may substitute for experience
  - Bilingual Spanish/English preferred
- To apply go to [www.cucs.org](http://www.cucs.org)

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Case Manager**Job Location:** Manhattan**Posted:** 11/9/2020**Benefits:** Unknown**FT/PT:** PT**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), is proud to announce that it will be opening a co-located Drop-in Center and Safe Haven in lower Manhattan in September 2020. The program will provide case management and housing placement services to 70 to 90 people at the Drop-In Center and 24 people at the Safe Haven. Both programs operate 7 days per week with staff on-site 24 hours per day. For more information about the programs please see attached program announcement.

We are currently hiring for four Per Diem Case Manager positions for the Drop-In Center and Safe Haven. The shifts are Friday, Saturday and Sunday 12:00am-8:00am, 8am-4pm and 4pm-12am.

The Per Diem Case Manager is responsible for working with clients from both programs to help them obtain housing, help clients live full and satisfying lives in the community, help their team and program to function well and meet their contractual obligations including achieving contracted housing placement goals, and striving as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements. Some of the responsibilities of the Per Diem Case Manager include the following:

- 1) Fostering seamless service provision across shifts.
- Knowing and being able to communicate with clients about the program's mission, structure, and approach to treatment.
- Providing and documenting relevant information about a client to their workers and other program staff.
- Knowing program rules and reporting on rule violations.
- Conducting intake assessments to clients coming into the drop in center.
- Providing medication monitoring during assigned shifts.
- 2) Ensuring that clients are safe and comfortable.
- Responding to crises.
- Proactively working to create and/or maintain an environment which is safe and comfortable.
- 3) Providing and supporting opportunities for therapeutic recreation and socialization.
- Proactively working to engage clients in the program.

**Experience/Requirements**

- High School Diploma
  - 1 year related experience
  - Appropriate verbal and written communication skills
  - Computer literacy
  - Some college preferred: BA may substitute for experience
  - Bilingual Spanish/English preferred
- To apply go to [www.cucs.org](http://www.cucs.org).

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** TEMPORARY Office Manager**Job Location:** Bronx**Posted:** 11/9/2020**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 TEMPORARY Office Manager is responsible for ensuring the effective operation of all of the administrative support activities at a particular site or program unit. The TEMPORARY Office Manager is expected to work closely with the Program Director to ensure that these activities effectively support the overall operation of the program. This individual must possess a good knowledge of office procedures and the ability to identify and address operational problems. The TEMPORARY Office Manager is expected to exercise initiative and judgment and provide support and guidance to all staff.

The TEMPORARY Office Manager is responsible for creating and maintaining program data in excel and other databases, fiscal management of site funds, vendor management, maintain inventory of office equipment and manage office equipment service contracts as necessary, purchase of program and office supplies and site liaison to IT. TEMPORARY Office Manager may be assigned additional duties.

**Experience/Requirements**

- High School Diploma or equivalent
  - 3 years relevant experience
  - Strong word-processing skills including extensive experience with MS Word
  - Good spreadsheet skills
  - Good interpersonal and organizational skills
  - Good written and verbal communications skills
  - Ability to multi-task
  - Bachelor's degree preferred
  - Supervisory experience preferred
  - Knowledge of Local Area Network (LAN) and Wide Area Network (WAN) a plus
  - Database experience a plus
- To apply go to [www.cucs.org](http://www.cucs.org)

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Entry Level Case Manager**Job Location:** Brooklyn**Posted:** 1/4/2021**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 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: Brooklyn, 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

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Entry Level Case Manager**Job Location:** Bronx**Posted:** 1/4/2021**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 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:**

Fluent, Bilingual Spanish

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

To apply go to [www.communityaccess.org](http://www.communityaccess.org).**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Front Desk Receptionist**Job Location:** Bronx**Posted:** 1/4/2021**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**

The Front Desk Receptionist is expected to interact with tenants, guests and staff in a professional and courteous manner, while monitoring the safety of the tenants and the building. This includes greeting tenants and guests in professional, courteous and hospitable manner; monitoring the safety and security of building and its tenants and reporting any problems if necessary; monitoring the proper functioning of building systems and notifying the superintendent if necessary; answer telephones, take messages, and provide routine information about Community Access; prepare work orders for repair and maintenance problems reported by tenants or observed during shift, etc.

Position Type: Per Diem

Position Location: Polite Ave / Tinton Ave - Bronx

Salary: \$15.00 / per hour

**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).

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Front Desk Receptionist**Job Location:** Manhattan**Posted:** 11/23/2020**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**

The Front Desk Receptionist is expected to interact with tenants, guests and staff in a professional and courteous manner, while monitoring the safety of the tenants and the building. This includes greeting tenants and guests in professional, courteous and hospitable manner; monitoring the safety and security of building and its tenants and reporting any problems if necessary; monitoring the proper functioning of building systems and notifying the superintendent if necessary; answer telephones, take messages, and provide routine information about Community Access; prepare work orders for repair and maintenance problems reported by tenants or observed during shift, etc.

Position Type: Per Diem

Position Location: Manhattan - 621 Gouverneur Court

Salary: \$15.00

**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.

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



**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Harm Reduction**Job Location:** Manhattan**Posted:** 12/7/2020**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****Program Overview:**

The housing division offers 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:** Manhattan**Position Salary:** \$22.06/hour**Essential Job Functions**

- Using the model of harm reduction, assess tenants' needs for services, including outreach, counseling, education, referral, etc., at the 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 the goals of program participants.
- Assist program participants by advocating for quality care from external service providers.
- Assist program participants in maintaining apartments 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****Education Qualifications**

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

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Harm Reduction Specialist**Job Location:** Bronx**Posted:** 12/7/2020**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****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:** Bronx, New York**Position Salary:** \$22.06/hour**Essential Job Functions**

- Using the model of harm reduction, assess tenants' needs for services, including outreach, counseling, education, referral, etc., at the 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 the goals of program participants.
- Assist program participants by advocating for quality care from external service providers.
- Assist program participants in maintaining apartments 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****Education Qualifications**

- 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.

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

**Agency:** Community Access -- SSA  
**Site:** Community Access -- SSA  
**Position:** Pathway Home Peer Specialist  
**Job Location:** Citywide

**Posted:** 11/9/2020  
**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 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:**

- Utilize a recovery-oriented, trauma-informed and harm reduction approach that promotes person centeredness and self-determination.
  - Engage participants during inpatient stay, collaborating in transition planning and needs assessment of community-transition supports.
  - Establish collaborative working relationships with inpatient treatment teams, community providers, managed care plans and other partners when planning for discharge.
  - Monitor discharge plans pre- and post-transition.
  - Participate in the development and implementation of a short-term person centered plan and modify plan according to needs and preferences.
  - Foster and maintain cooperative and collaborative relationships with community providers and network members to facilitate connections or re-connections to services and supports.
  - Perform ongoing needs assessment for essential community transition supports.
  - Model and assist with developing self-advocacy skills including organization, time management, and communication skills to promote personal needs and connections with community providers and supports.
  - Advocate with and for program participants to achieve personal goals and address barriers such as fear, stigma and communication disparities with community providers and supports.
  - Foster relationships with peer advocacy and self-help entities.
  - Provide direct individual and group services including: service planning and coordination; support with obtaining housing; developing social connections; strengthening family and natural supports; developing living skills and obtaining necessary resources; entitlement and financial management; empowerment and self-help; wellness self-management with a focus on coping skills; safety planning; and travel training.
  - Assist with living skills and resource acquisition, such as laundry, budgeting, meal preparation and social supports and tasks as needed and desired to live, work, and socialize in community environments of choice.
  - Foster connection and engagement with community based organizations that promote a sense of purpose, physical wellness, spirituality, education, employment, socialization, and community involvement.
  - Assist participant and team with response to housing needs including assistance with housing applications, interview preparation, move in, resource acquisition and communication with providers.
  - Accompany participants to behavioral health and medical appointments as needed.
  - Connect program participants and their support network with crisis intervention services, including referrals to respite and other resources.
  - Timely and accurate documentation of participant information in AWARDS and GSI.
  - Attend and participate in supervision, team meetings and training as needed.
- This position requires travel throughout the five boroughs of New York City.  
This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
  - Commitment to person-centered treatment strategies, upholding participants' rights, and self-determination in service provision.
  - Lived experience of a mental health condition required.
  - New York State Certified Peer Specialist preferred.
  - Minimum of high school diploma or equivalent.
  - Minimum of two years' work experience, paid or volunteer, in a behavioral health or peer-informed, run or driven initiative, required.
  - Demonstrated ability to effectively use one's personal story and role model recovery in a way that promotes personal growth and empowerment.
  - Available to work a flexible schedule, mornings, evenings and weekends in response to participant needs.
  - Computer proficiency in Microsoft applications such as MS Word, Excel, PowerPoint.
  - Excellent written, verbal and computational skills.
  - Ability to work with stakeholders who may have competing or divergent priorities.
  - Knowledge of NYC peer, behavioral health, health home and community support programs and systems.
  - Bilingual Spanish-speaking, preferred.
  - Must be fingerprinted and cleared by the New York State Justice Center.
- To apply go to [www.communityaccess.org](http://www.communityaccess.org).

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Senior Service Coordinator**Job Location:** Bronx**Posted:** 1/4/2021**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 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 Location: 111 East 172nd Street, Bronx New York

Position Status: Full Time

Salary: \$22.06/hour

Primary Job Functions:

The Senior Service Coordinator provides assistance to program participants using a person-centered model that supports individuals in their recovery, hopes and opportunities. This role will also assist program manager in the management of program and provides back-up coverage when program manager is absent.

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

Assist Program Manager in monitoring program records to meet program and contractual standards.

Assist Program Manager in maintaining inventory of program supplies.

Provide back-up to Program Manager when he or she is off site.

Guiding staff with dealing with issues consistent with the direction of Program Manager.

Assist Program Manager in coordinating intake and maintaining a full program census.

Develop and assist in implementing service plans determined by goals of program participants, including:

Reviewing service plans with program participants, Identifying progress Revising plans as needed. for all participants.

Produce and maintain thorough, accurate and timely documentation in service records.

Assist program participants by providing education of, advocacy for and monitoring of delivery of care from external service providers, including educating providers on special issues, etc.

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

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

Perform other duties as assigned.

**Experience/Requirements**

Minimum of a high school diploma or equivalent (GED)

Bachelor's degree preferred.

**Job Qualifications**

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

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

Excellent oral and written communication skills.

Must be cleared through CA Background check process (Justice Center, OCFS, etc.)

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

Be creative and flexible.

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

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

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Wellness Specialist**Job Location:** Bronx**Posted:** 11/23/2020**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 Shelter Assertive Community Treatment (ACT) team is a mobile practice models designed to provide treatment, rehabilitation and support services to individuals living with a serious mental illness whose needs have not been effectively met by traditional behavioral health services.

Community Access' Bronx ACT Team and serves individuals with serious mental illness who are street/shelter homeless or living between institutional settings and housing. Team members will work collaboratively with settings in which the participant is living and use assertive engagement strategies to proactively engage individuals in services.

Team members share responsibility for the people they serve, helping individuals attain housing and other personal goals that may be of a health, social, work or education nature. These teams are multi-disciplinary and include psychiatry, nursing, social work, peer specialists and other staff members offering rehabilitation, treatment and recovery support services. The team provides expertise in the areas of housing, substance use and harm reduction, peer support and behavioral health recovery.

**Position Description:**

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

**Experience/Requirements**

New York Certified Peer Specialist (NYCPS)

**Position Qualifications:**

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

Ability to use Windows computer systems, Microsoft Office Suite, and Outlook email

**Benefits We Offer:**

3 weeks of vacation, 5 personal days, 12 sick days, 10 paid holidays

Travel Reimbursement

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

403b contribution; life insurance

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

Summer Flex Hours

Paid Family Leave; Short-Term Disability insurance

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

**Experience or BA Required****Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Licensed Practical Nurse**Job Location:** Manhattan**Posted:** 12/7/2020**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 is seeking a full-time licensed practical nurse (LPN) to provide for the Center for Urban Community Services' Paul's Place Drop-in Center and Safe Haven, located on 14th Street in Manhattan. CUCS is a leading housing placement program in NYC serving mentally ill, homeless individuals. The Licensed Practical Nurse will work in collaboration with both CUCS and Janian Medical staff, which will include a primary care provider, psychiatrist, medical assistant, and social workers. Scheduled hours will be Monday through Friday from 8am-4pm, with some flexibility.

Paul's Place is a co-located Drop-in Center and Safe Haven providing case management and housing placement services to 70 to 90 people at the Drop-In Center and 24 people at the Safe Haven. Program services include: housing placement, comprehensive health, mental health, and case management services. The primary goal of on-site services is permanent housing placement for program participants that meets their needs and abilities. Services are person-centered, with a harm reduction approach. Operating 7 days a week, Paul's Place offers 24 hour staffing, including security and social service teams.

**Responsibilities**

The central role of the LPN at CUCS is to:

1. Have a management and leadership role in the Assistance with Self Administered Medication (AWSAM) process, which includes managing the physical medications and documentation associated with the medication monitoring program.

Additional nursing responsibilities included in the position are to:

2. Provide nursing care upon orders from a Janian Medical Care ("Janian") provider or in some cases a non-Janian Provider. The LPN will:

a. Observe, measure, record, and report clinical data relating to patient health status as needed at the order of a Janian provider or in some cases a non-Janian Provider.

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

3. Provide health support and teaching to clients as needed, including running groups and one-on-one counselling. Support client health care behavior and activities, including personal hygiene assistance & counselling.

4. Support the primary care and psychiatry programs at the site, and work collaboratively with the site social work staff to:

a. Escort patients to healthcare appointments; communicate with outside providers to coordinate care and obtain information, reports and notes. Compile patient health information.

b. Maintain medical office equipment and complete inventory of supplies, as needed.

c. Participate in staff meetings and other case conferencing meetings.

d. Maintain professional, working relationship with site staff.

**Experience/Requirements**

LPN license required; experience working with people living with mental illness and/or with homeless or justice-involved people preferred. Excellent verbal and written communication skills and computer literacy required. Close attention to detail is essential. Bilingual English/Spanish preferred, but not required.

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

To apply go to

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** IMT Program Assistant**Job Location:** Bronx**Posted:** 1/4/2021**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 IMT Program Assistant provides administrative support and manages requests and needs for service by triaging calls and coordinating communication between the team, participants, and collaterals. The Program Assistant facilitates effective team functioning through administrative support to the program's staff with minimal supervision. The position functions to support the Director and staff in the primary areas of: intake and admission; scheduling; quality assurance; and office management. The Program Assistant is key in completing internal and external monthly reports and ensuring charts and documentation meet the standards and expectations set forth by funders.

**Experience/Requirements**

Applicants need to meet the following requirements:

- Minimum of Associate's Degree in relevant Behavioral Health field.

- Previous administrative experience, preferably in a behavioral health or human services program setting.

- Excellent diplomacy, poise and social skills applicable to working with participants facing crises and stress.

- Demonstrated experience creating and maintaining efficient administrative and operational systems.

- Knowledge of electronic health records, AWARDS preferred.

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

- Ability to use public transportation for execution of assigned tasks.

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