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CUCS JOBS JOURNAL

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

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

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

The next issue of the Jobs Journal will be published
April 29, 2019.

There is no cost to post jobs in the CUCS Jobs Journal.

The CUCS Jobs Journal is available on the Internet at the CUCS web site. It can be found at <https://www.cucs.org/housing/housing-resource-center/>.

Housing Specialist Position Available at Brooklyn Treatment Court

The Brooklyn Treatment Court (BTC) offers treatment as an alternative to incarceration for individuals with a substance use disorder, arrested in Brooklyn and charged with a nonviolent felony and/or misdemeanor offense. BTC provides participants with substance use and mental health treatment as well as supportive services such as wellness, vocational/educational and housing support. They currently have an opening for a Housing Specialist.

Specific Responsibilities:

- Assess housing barriers of all project participants to determine housing and service needs.
- Develop a housing procurement, financial, and self-sufficiency case management plan with clients.
- Provide mediation and advocacy with landlords on the client's behalf to obtain and or maintain housing.
- Assist participants in locating and securing housing.

Qualified candidates must have a bachelor degree in Human Services or a minimum of two years experience in related human services field. Candidates must have excellent communication skills, particularly listening, mediation, and writing skills.

The position is Mon-Fri, 9-5 p.m., with a salary in the mid \$40s and benefits.

Resumes can be emailed to ggeraldi@nycourts.gov.

The CUCS Jobs Journal is a bi-weekly listing of job openings available to supportive housing residents and consumers of OMH or DOHMH-funded services. Resumes and cover letters may be sent directly to the contact person listed. Information was not available at this time for those areas that are blank. For more information: Phone: (212) 801-3300; Fax: (212) 635-2183; e-mail: jobsjournal@cucs.org

Agency/Site Abbreviations

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

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

The CUCS Jobs Journal

Monday, April 15, 2019

HS Diploma/GED Required

Agency: Center for Urban Community Services -- SHA

Site: CUCS -- SHA

Position: Case Manager

Job Location: Bronx

Posted: 2/4/2019

Benefits: Unknown

FT/PT: FT

Hrs/Week:

Salary:

Pay/Hr:

Contact Info

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for an 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 use the stairs.

THIS JOB IS LOCATED AT THE FOLLOWING ADDRESS:

Delta Manor
1530 Beach Ave
Bronx, NY 10460

The Case Manager is responsible for working with an assigned group of clients to help them obtain housing; helping 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.

Experience/Requirements

Case Manager 1
HS Diploma and 2 years experience

Case Manager 2
2 years as CM 1
or

Bachelor's Degree

or
HS Diploma and 4 years relevant experience.

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

Case Manager 3

2 years as CM 2

or
Bachelor's Degree and 2 years relevant experience

or
BSW and 1 year relevant experience

or
HS Diploma and 6 years relevant experience.

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

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: 2/4/2019

Benefits: Unknown

FT/PT: FT

Hrs/Week:

Salary:

Pay/Hr:

Contact Info

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Case Manager position at the CUCS' Harlem Transitional Services. HTS' Kelly Transitional Living Community is a 40- 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.

The Case Manager will support the consumer through the housing placement process which includes helping the consumers secure entitlements and work towards psychiatric stability, preparing the psychosocial report for the housing packet, coaching consumers on interview skills, escorting consumers to interviews, and providing follow-up services after placement. The Case Manager will also have the opportunity to lead Wellness Self-Management Classes and/or Behavioral Treatment for Substance Abuse Classes.

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.

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: Bronx

Posted: 2/4/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Case Manager position at Kingsbridge Heights directly next to the Kingsbridge 4 train stop. Kingsbridge Heights is a new 135 unit supportive housing site for middle-income, low-income and formerly homeless families and individuals located in the in the Kingsbridge section of the Bronx scheduled to begin occupancy in March 2019.

CUCS will provide comprehensive on-site supportive services for tenants, and will contract with C+C Apartment Management, LLC for property management and rent collection services. The program provides training in evidence based practices including Motivational Interviewing, Wellness Self-Management and Parenting Journey. Services provided include case management, mental health services and person centered service planning utilizing a family systems approach.

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.

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

Posted: 2/4/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info

Email:

Job Description

The Case Manager's responsibilities will include case management and clinical services, engagement, outreach, psycho-education, coordination of care, ongoing individual counseling, advocacy, as well as complete documentation of these services. The Case Manager will participate and contribute to a program culture that is fast-paced, clinically focused, client-centered, outcome-oriented, and dedicated to continuous quality improvement.

Responsibilities will include:
 Outreach and engagement
 Support for engagement in employment and other community-based activities
 Supportive counseling
 Entitlements assistance
 Crisis prevention/intervention
 Medical services assistance and referrals
 Mental health services assistance and referral
 Substance abuse treatment support
 Household management support and coaching
 Escorts to appointments and transportation services
 General information and referral services

Experience/Requirements

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.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Education & Act. Specialist**Job Location:** Bronx**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Education & Activity Specialist is responsible for developing a robust community through activity-oriented group work, educational activities, resource development, and limited direct recipient care. The Education & Activity Specialist will work collaboratively with direct care staff, therapeutic activity specialists, volunteers, and management to provide integrated therapeutic activities. This position is responsible for planning, promoting, and facilitating activity groups, including family and community events which serve to support the rehabilitation services provided to the agency's recipients. The Education & Activity Specialist is also responsible for increasing access to community supports by developing relationships with community resources, educating and supporting staff in accessing resources, and acting as liaison in communicating with resources. This position may involve task supervision of therapeutic specialists and volunteers. The Education & Activity Specialist is a shared position between the Sydelle and Lenniger programs. The position will report directly to the Family Services Coordinator.

The position requires a good understanding of residential housing and experience working with a diverse population. Strong organizational, verbal and written communication skills are essential as is the ability to interface effectively and efficiently with colleagues and tenants.

Full Time Position, 35 hours per week

The Lenniger and Sydelle Programs are located in the East Tremont section of the Bronx. 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 Education and Activity Specialist position at The Lenniger and Sydelle Residences located in the East Tremont section of the Bronx. The residences provide 198 units of supportive housing for low income and formerly homeless individuals and families located. The population served includes individuals with histories of trauma, substance abuse and mental illness.

Experience/Requirements

- BA and 3 years direct service experience with indicated populations, or HS diploma and 7 years direct service experience with indicated populations

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 serve a special needs population such those with mental illness

- Demonstrated ability to work with school aged children

- Strong organizational, writing and interpersonal skills

- Computer literacy

- Bilingual Spanish/English preferred

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Overnight Case Manager**Job Location:** Brooklyn**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

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

Description

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

Case Manager 2

2 years as CM 1

or

Bachelor's Degree

or

HS Diploma and 4 years relevant experience.

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

Case Manager 3

2 years as CM 2

or

Bachelor's Degree and 2 years relevant experience

or

BSW and 1 year relevant experience

or

HS Diploma and 6 years relevant experience.

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

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Peer Specialist**Job Location:** Citywide**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiative for homeless people, invites applications for a Peer Specialist positions with the Intensive Mobile Treatment Team. The Intensive Mobile Treatment Team works with individuals that move frequently across the behavioral health care system (outpatient and inpatient), the homeless services system (shelter, street, Safe Haven), and the criminal justice system (jail, probation, parole), and have barriers to engage in the services they need.

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

Experience/Requirements

Provisional or Professional Peer Specialist certification preferred.

Experience with and an ability to navigate service systems.

Knowledge of the principles of recovery oriented and trauma informed service delivery.

Ability to engage individuals around mental health, substance abuse, and/or criminal justice issues.

This person must possess strong written and verbal communication skills, and have a familiarity with computers.

Bilingual Spanish/English preferred

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

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Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Case Manager**Job Location:** Brooklyn**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

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

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

This job is located in Brownsville, Brooklyn. Description

Responsibilities include provision of clinical services, outreach to tenants; occasionally facilitating organized classes and activities; crisis intervention and providing general assistance as needed.

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

Experience/Requirements

High School diploma; one-year direct practice experience in mental health and/or Substance Abuse Treatment. Related experience working with mentally ill or homeless individuals is strongly preferred, good verbal and written communications skills; computer literacy. A Bachelors Degree may substitute for one-year experience. Bilingual Spanish/English preferred.

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

Posted: 2/4/2019
Benefits: Unknown
FT/PT: PT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a PER DIEM CASE MANAGER 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. Per Diem Case Manager works on the evening, overnight, or weekend shifts at a program site and does not carry a specific recipient caseload. Rather, this position is usually responsible for ensuring the comfort and well-being of the entire recipient census of a site by carrying out program activities and providing direct clinical services.

The Per Diem Case Manager is expected to actively support and work to accomplish the agency's mission and the program's specific goals and objectives.

Shifts available:

Weekends and Holidays, 7am- 3pm; 3pm-11pm; 11pm – 7am

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

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

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

Posted: 2/4/2019
Benefits: Unknown
FT/PT: PT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info

Email:

Job Description

OUTREACH PROGRAM
 Evening/Overnight/Weekend Per Diem Outreach Worker – CUCS Outreach Program
 Manhattan Outreach Consortium

The Center for Urban Community Services (CUCS) is a national leader in the development of effective housing and service initiatives. As a part of the city funded Manhattan Outreach Consortium (MOC) for the last ten years, CUCS has operated an outreach and housing placement program for people living on the streets of its assigned catchment area, 110th Street to the northern tip of Manhattan; and provided psychiatric and medical services (through its affiliate, Janian Medical Care), staff training, and IT support for all of the MOC programs. MOC is an innovative street outreach and housing placement program for people who are chronically homeless and living on the streets of Manhattan. In addition to CUCS, Breaking Ground operates a MOC outreach program in midtown Manhattan, and Goddard Riverside Community Center serves as the MOC's lead agency and operates two outreach programs covering the remainder of Manhattan. Since the MOC began in September 2007, it has placed 1750 people into permanent housing, much of that do to CUCS' very strong outreach, psychiatric, medical, training, and IT staff.

THIS POSITION IS LOCATED AT CUCS' EAST HARLEM MAIN OFFICE.

Description

Responsibilities: The Per Diem Outreach Workers will be responsible for responding to 311 calls from the community regarding homeless individuals, checking on clients in weather related emergencies, as well as generally engaging with clients sleeping on the street. They will utilize a harm reduction approach emphasizing meeting clients "where they are at" without judgment or coercion. The Per Diem Outreach Workers will work with a diverse range of clients including substance users, people with mental illnesses, and people involved with the criminal justice system. They 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.

As a 24-hour site, staff must be flexible in working other shifts, in cases of emergency, to maintain an adequate staffing structure at all times.

Experience/Requirements

- Must have valid driver's license
- Must be able to work effectively as part of a team.
- Relevant experience working with the homeless population preferred.
- Computer literacy, especially in regards to Microsoft Excel, Outlook, and Word
- Educational requirements include a minimum of a Bachelor's Degree and 2 years relevant experience, OR, HS Diploma and 4 years experience. For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.
- Applicants with Spanish language proficiency preferred

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:** Per Diem Case Manager**Job Location:** Manhattan**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Per Diem Case Manager position at the Christopher. The Christopher is a 166-unit supportive housing residence for single adults located in the Chelsea neighborhood of Manhattan. The building provides permanent, affordable housing and case management services to low income tenants, many of whom have histories of mental illness, homelessness, substance abuse, and /or HIV/AIDS.

THIS POSITION IS LOCATED IN THE CHELSEA NEIGHBORHOOD OF MANHATTAN

Description

Work in tandem with scheduled per diem Social Worker to provide a wide range of clinical services to tenants, including but not limited to: Wellness outreach to tenants, supportive counseling, facilitating organized activities, crisis intervention, risk assessments, assistance with self administration of medications, community escorts, and coordination with hospitals/collateral providers.

The Per Diem Case Manager usually works two weekends a month on Friday evenings 4pm-9pm and Saturday from 10am – 4pm.

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

Must have weekend availability at a minimum of two weekends, monthly

Schedule: Alternate weekends, Friday evenings 4pm – 9pm & Saturday 10am – 4pm, including some holidays.

Friday arrival time can be negotiated for otherwise strong candidates.

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: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Care Coordinator**Job Location:** Manhattan**Posted:** 4/15/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

Provides direct care coordination services to assigned Health Home program participants; including defining, developing, and implementing person centered care plans to assist participants in their goals in conjunction with relevant providers chosen by the participant. Assistance to program participants uses a person-centered, trauma-informed approach that supports individuals in their recovery and achievement of optimal health outcomes. The care coordinator coordinates communication among providers so that information is shared and the person's needs are addressed in a comprehensive manner.

Job Type: Full Time

Location : Manhattan

Salary : \$43k

Essential Job Functions

Provide care coordination services and outreach, engagement and enrollment to assigned program participants as defined by program and health home requirements.

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

Regularly collaborate, coordinate and communicate with care team members including Primary Care Provider (PCP), service providers, family members and collaterals, to support all care plan activities including referrals, transition care planning, integrated care delivery, and follow-up.

Review new information and complex issues with PCP and multidisciplinary team and incorporate additional recommendations into care plan.

Administer all standardized and required assessments

Work with participants to identify barriers to self-care and self-management, and assist in developing skill sets to address those barriers.

Facilitate follow-up care after hospitalization or emergency room visit.

Provide participants with necessary health education and materials, including resources on self-management of chronic illnesses.

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

Maintain data, statistics and other information and reports for timely and accurate submission.

Utilize harm reduction strategies when working with individuals experiencing drug, alcohol and related problems, or engaging in other risky and often stigmatized activities.

Provide crisis intervention, as necessary.

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

Provide holiday, evening and weekend coverage, as necessary.

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

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

Perform other duties as assigned.

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

Experience/Requirements

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

Minimum of a high school diploma or equivalent (GED) with 4 years of relevant field experience; or BA or certificate in related field with 2 years of relevant experience or MSW or MA in related field and 1 year of relevant experience.

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

Commitment to recovery oriented practice.

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

Experience in collaborative interdisciplinary planning processes.

Knowledge of Medicaid, Social Security and other entitlements, preferred.

Demonstrated competence in written, verbal and computational skills to present and document records in accordance with program standards.

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

Experience working with electronic health records.

Be creative and flexible.

Show initiative and be responsible for follow through.

Willingness to work in the field and travel by public transportation

Ability to maintain confidential information, as related to position.

Ability to work independently and as part of a team.

Bilingual Spanish-speaking, preferred.

Ability to walk up several flights of stairs.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Care Coordinator**Job Location:** Manhattan**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

Provides direct care coordination services to assigned Health Home program participants; including defining, developing, and implementing person centered care plans to assist participants in their goals in conjunction with relevant providers chosen by the participant. Assistance to program participants uses a person-centered, trauma-informed approach that supports individuals in their recovery and achievement of optimal health outcomes. The care coordinator coordinates communication among providers so that information is shared and the person's needs are addressed in a comprehensive manner.

Job Type: Full Time

Location : Manhattan

Salary : \$43k

Essential Job Functions

- Provide care coordination services and outreach, engagement and enrollment to assigned program participants as defined by program and health home requirements.
- Develop and assist in implementing care plans determined by goals and priorities of program participants, including reviewing care plans with program participants, identifying progress, and revising plan as needed.
- Regularly collaborate, coordinate and communicate with care team members including Primary Care Provider (PCP), service providers, family members and collaterals, to support all care plan activities including referrals, transition care planning, integrated care delivery, and follow-up.
- Review new information and complex issues with PCP and multidisciplinary team and incorporate additional recommendations into care plan.
- Administer all standardized and required assessments
- Work with participants to identify barriers to self-care and self-management, and assist in developing skill sets to address those barriers.
- Facilitate follow-up care after hospitalization or emergency room visit.
- Provide participants with necessary health education and materials, including resources on self-management of chronic illnesses.
- Produce and maintain thorough, accurate and timely documentation, including charts and documentation of interactions with participants, services provided, important information and/or events, and contacts with other agencies and service providers, as required by agency policies, Health Home guidelines, and relevant contracts and regulatory agencies.
- Maintain data, statistics and other information and reports for timely and accurate submission.
- Utilize harm reduction strategies when working with individuals experiencing drug, alcohol and related problems, or engaging in other risky and often stigmatized activities.
- Provide crisis intervention, as necessary.
- Attend and participate in supervision, meetings and training sessions, as required.
- Provide holiday, evening and weekend coverage, as necessary.
- Provide coverage for non-assigned program participants, as needed.
- Assist with training (after six months to a year) new staff on essential job functions.
- Perform other duties as assigned.

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

Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Minimum of a high school diploma or equivalent (GED) with 4 years of relevant field experience; or BA or certificate in related field with 2 years of relevant experience or MSW or MA in related field and 1 year of relevant experience.
- Must be fingerprinted and cleared by the New York State Justice Center.
- Commitment to recovery oriented practice.
- Be skilled in conflict mediation/negotiation and have an assertive approach to problem solving.
- Experience in collaborative interdisciplinary planning processes.
- Knowledge of Medicaid, Social Security and other entitlements, preferred.
- Demonstrated competence in written, verbal and computational skills to present and document records in accordance with program standards.
- Ability to utilize various computer programs, specifically Microsoft Word and Excel.
- Experience working with electronic health records.
- Be creative and flexible.
- Show initiative and be responsible for follow through.
- Willingness to work in the field and travel by public transportation
- Ability to maintain confidential information, as related to position.
- Ability to work independently and as part of a team.
- Bilingual Spanish-speaking, preferred.
- Ability to walk up several flights of stairs.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Cook**Job Location:** Manhattan**Posted:** 4/15/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The cook is responsible for maintaining a sanitary and safe kitchen that meets the relevant federal and state health department standards and codes for proper food storage, handling, and preparation; maintaining routine record-keeping duties (menus, records on meals served, etc.); preparing menus and cooking foods that meet the DOHMH guidelines and tenant specific dietary needs.

Job Type: Part Time

Location : New York/ NY

Essential Job Functions

Order food and non-food consumables, in accordance with DOHMH guidelines and following the schedule of planned menus and food budget for Gouverneur Court.

Use weekly inventory records to maintain and rotate appropriate quantities of food and non-food consumables in inventory.

Keep and follow maintenance schedules for kitchen equipment, using approved vendors.

Plan and prepare meals following menus prepared in collaboration with Health & Wellness Coordinator and Program Director, including holidays and other special events, with input from program staff and tenants when possible.

Under the direction of the Health & Wellness Coordinator, prepare special items for tenants with different dietary requirements.

Regularly submit recipes to the Health & Wellness Coordinator for evaluation and maintain a cookbook of approved recipes.

In consultation with the Health & Wellness Coordinator, conduct cooking demonstrations for interested tenants.

Sort, organize and utilize weekly farm share items, incorporating seasonal produce into menu planning.

Work closely with Health & Wellness Coordinator and Program Director to develop ideas geared towards increasing the number of tenants who regularly visit the dining room.

Handle tenant concerns, requests, and complaints about food service courteously and responsively.

Both directly and with assistance of other kitchen workers, keep an orderly, sanitary, and hospitable environment in kitchen and dining room, and serve food accordingly.

Oversee cleanliness and organization of refrigerator(s), freezer(s), and pantry.

Maintain records on a meal by meal basis of menus prepared, number of servings prepared and actually served, and disposition of leftovers and the names of those who cooked and served.

Perform weekly content inventory (e.g. sodium, fat, fiber, etc.) of purchased prepared food items to comply with DOHMH food standards, review with Program Director and Health & Wellness Coordinator on on-going basis.

Occasionally prepare meals for other agency sites as needed.

Weekly review and submittal of invoices for payment.

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

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

Perform other duties as assigned.

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

Experience/Requirements

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

Graduate of cooking school preferred.

New York City Department of Health Food Handlers' certificate.

Three years minimum experience working in kitchen setting.

Previous supervisory experience preferred.

Previous customer service experience desired.

Must be fingerprinted and cleared through CA's background clearance process.

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

Strong organizational skills.

Excellent oral and written communication skills.

Ability to utilize various computer programs.

Be creative and flexible.

Show initiative and be responsible for follow through.

Ability to work independently and as part of a team.

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

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Facilities Manager**Job Location:** Manhattan**Posted:** 4/15/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

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

Salary: Mid 70's

Location: Manhattan

Shift: Monday To Friday (On call 24/7 for emergencies)

ESSENTIAL JOB FUNCTIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

Oversee the provision of facilities/maintenance work for the 2 Washington Site in conjunction with the Office Services Department, as well as East Village Access and the Howie the Harp sites.

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

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

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

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

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

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

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

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

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

Perform other duties as assigned.

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

Experience/Requirements

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

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

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

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

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

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

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

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

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

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

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

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

Bilingual Spanish-speaking, a plus.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Harm Reduction Specialist**Job Location:** Manhattan**Posted:** 4/15/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Harm Reduction Specialist provides engagement and support services, particularly to program participants engaging in behaviors that may pose risks such as drug and alcohol use, sexual practices, and self-injury, using a harm reduction approach. The emphasis is on meeting individuals "where they are at" and providing non-judgmental, non-coercive services, and resources to individuals. In addition, the Harm Reduction Specialist provides consultation, education, training, and support to program staff in their work with participants. The Harm Reduction Specialist is a leader promoting Community Access' commitment to providing services using a harm reduction approach.

Salary : 22.06 / Hour

Essential Job Functions

Provide harm reduction focused consultation and support to program staff related to reducing risks associated with drug/alcohol use, health concerns such as diabetes, sexual health, violence, arrest/incarceration, sex work/survival sex, etc.

Work at assigned programs, creating, and implementing a schedule responsive to program and participant priorities.

Develop harm reduction related programming, including groups and other activities, relevant for each program.

Provide technical assistance and in-house trainings on harm reduction topics for staff and participants as well as coordinate information sessions with outside providers on harm reduction related topics.

Attend and participate in Harm Reduction Committee meetings and contribute to agency-wide Committee projects to support the infusion of harm reduction throughout the agency.

Ensure adequate supply of safer sex and safer drug use supplies for assigned programs.

Become a CA Opioid Overdose Prevention Program (OOPP) Trainer, and follow all DOHMH and CA OOPP policies and procedures.

Participate in and support agency health and wellness projects.

Provide regular communication to Program Directors regarding staff and building concerns related to harm reduction.

Attend team meetings of assigned programs, as scheduled, to learn about current concerns and events.

Establish ongoing relationships with harm reduction service providers, local precincts, and other community resources, and maintain an inventory of these resources.

Meet with program staff and program participants together, (or temporarily with program participants as a bridge to meeting with program staff) in situations where program staff are in need of support, role modeling and skill building to effectively meet the needs of program participants.

Maintain quality service by utilizing and serving as a role model for agency standards in all interactions with program participants.

Using a harm reduction approach, assess participants' needs for services, including outreach, counseling, education, referral, and plan services accordingly.

Develop and support strategies to meet the needs of specified groups, e.g. people who use drugs and/or alcohol, criminal justice involved individuals, people engaged in sex work.

Provide service coordination to assigned participants as defined by program and contractual requirements.

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

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

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

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

Assist program participants with conflict resolution and provide crisis intervention, as necessary.

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

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

Coordinate work orders with Facilities staff regarding apartment repairs and/or program participant requests.

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

Provide holiday, evening and weekend coverage, as necessary.

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

Perform other duties as assigned.

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

Experience/Requirements

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

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

Minimum 2 years' experience working within a harm reduction approach (personal experience participating in harm reduction services may substitute for up to 1 year of work experience).

Commitment and ability to communicate and engage staff on implementation of CA values and practice approach.

Ability to assess community needs and develop relevant programming based on needs.

Ability to create and deliver training and technical assistance using a variety of instructional techniques such as didactic lecture, role playing, experiential learning, team exercises, group discussions, multi-media, etc.

Ability to develop and facilitate regular group activities.

Strong time management skills: ability to effectively manage workload so as to simultaneously plan and meet short term and long term deadlines.

Ability to travel to assigned programs and be flexible with scheduling.

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

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

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

Excellent oral and written communication skills.

Ability to utilize various computer programs, specifically Microsoft Office.

Be creative and flexible.

Show initiative and be responsible for follow through.

Ability to maintain confidential information, as related to position.

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

Agency: Community Access -- SSA
Site: Community Access -- SSA
Position: Housing Counselor Coordinator
Job Location: Manhattan

Posted: 4/15/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
HR Dept.
Email:

Job Description

The Housing Counselor Coordinator responsible for creating and maintaining the housing counselor schedule across the community residence programs. The Community Residence Scheduler/Trainer is also responsible for providing tools/coaching/training for HC's to enable them to carry out their job responsibilities in line with CA program standards and values.

Job Type: Full Time
Location: 190 Stanton Street
Salary : \$ 58,500

Essential Job Functions

- Serve as lead in Per Diem HC recruitment efforts to ensure an adequate Per Diem pool is available at all times.
- Provide on-site orientation and training for all newly hired Housing Counselor staff.
- In conjunction with training department and program managers, develop and deliver HC training curriculum.
- Create and maintain monthly Housing Counselor schedule for all CRs.
- Address night and weekend scheduling emergencies, providing coverage when necessary.
- In conjunction with program managers, develop HC manual.
- Provide crisis de-escalation and intervention services, ensuring the safety of residents, and the upkeep of the buildings, during assigned shifts.
- Ensure quality services are provided to the residents at sites during assigned shifts, through task supervision and coaching of HC's.
- Provide and document supervision to assigned staff so that agency and program goals are communicated effectively, job performance is continuously evaluated and appropriate training is given.
- Maintain documentation as required by Community Access, OMH and Medicaid. This includes progress notes, incident reports and reception desk logs.
- In conjunction with program managers, ensure medication monitoring policies are followed through regular review of records.
- Provide progressive employee discipline when necessary, consistent with agency policies and in consultation with supervisor and human resources department.
- Oversee the front desk areas to assure they are clean and organized.
- Attend team meetings and training sessions as required.
- Participate in arranging coverage for holidays and staff vacations.
- Perform other duties as assigned.

Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Minimum of a high school diploma or equivalent (GED).
- Previous experience working with adults with living with mental health conditions, preferred.
- Previous supervisory experience preferred.
- Commitment to recovery oriented practice and harm reduction.
- Must be fingerprinted and cleared by the Office of Mental Health (OMH).
- Be skilled in de-escalation and conflict mediation/negotiation; have an assertive approach to problem solving.
- Demonstrated leadership skills and ability to work as part of a team.
- Excellent oral and written communication skills.
- Ability to utilize various computer programs, specifically Microsoft Word and Excel.
- Be creative and flexible.
- Show initiative and be responsible for follow through.
- Ability to maintain confidential information, as related to position.
- Ability to walk up four flights of stairs.
- Ability to work in the field (using public transportation).

Agency: Community Access -- SSA
Site: Community Access -- SSA
Position: Housing Counselor- Full Time

Posted: 4/15/2019 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info
 HR Dept.
 Email:

Job Location: Unknown

Job Description

The Housing Counselor has the primary objective to oversee the supervised community residence of 12-24 individuals in seven areas: (a) physical plant safety and security, (b) meal preparation and coordination (c) medication monitoring, (d) house management (e) ADL training and coaching, and (f) socialization events, as well as other duties as assigned. Core Principles The job responsibilities of all staff extend to understanding and incorporating certain principles into their work and into their relationships with program participants. These principles are:

- Program participants' right to self determination;
 - Respectful communication;
 - Services that support recovery and healing consistent with and nurturing each participant's cultural background, experience, identity, and values; and
 - Clear professional boundaries to support the limits and possibilities of services.
- Salary: \$16.32/ Hour

Essential Job Functions

Physical safety and security:

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

Medication monitoring:

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

House management:

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

ADL Training and Coaching:

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

Socialization Events:

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

Administrative and Clerical duties:

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

General duties:

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

Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access
- Possess a minimum of a high school diploma or equivalent (GED)
- Understand and apply a commitment to recovery-oriented practice
- Get fingerprinted and cleared by the Office of Mental Health (OMH)
- Be skilled in conflict mediation/negotiation/resolution and have an assertive approach to problem solving
- Excellent oral and written communication skills
- Ability to utilize various computer programs; specifically Microsoft Word and Excel
- Be creative and flexible
- Take the initiative and be responsible for follow-through

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

Agency: Community Access -- SSA
Site: Community Access -- SSA
Position: Housing Counselor- Part Time

Posted: 4/15/2019 **FT/PT:** PT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info
 HR Dept.
 Email:

Job Location: Unknown

Job Description

The Housing Counselor has the primary objective to oversee the supervised community residence of 12-24 individuals in seven areas: (a) physical plant safety and security, (b) meal preparation and coordination (c) medication monitoring, (d) house management (e) ADL training and coaching, and (f) socialization events, as well as other duties as assigned. Core Principles The job responsibilities of all staff extend to understanding and incorporating certain principles into their work and into their relationships with program participants. These principles are:

- Program participants' right to self determination;
 - Respectful communication;
 - Services that support recovery and healing consistent with and nurturing each participant's cultural background, experience, identity, and values; and
 - Clear professional boundaries to support the limits and possibilities of services.
- Salary: \$16.32/ Hour

Essential Job Functions

Physical safety and security:

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

Medication monitoring:

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

House management:

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

ADL Training and Coaching:

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

Socialization Events:

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

Administrative and Clerical duties:

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

General duties:

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

Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access
- Possess a minimum of a high school diploma or equivalent (GED)
- Understand and apply a commitment to recovery-oriented practice
- Get fingerprinted and cleared by the Office of Mental Health (OMH)
- Be skilled in conflict mediation/negotiation/resolution and have an assertive approach to problem solving
- Excellent oral and written communication skills
- Ability to utilize various computer programs; specifically Microsoft Word and Excel
- Be creative and flexible
- Take the initiative and be responsible for follow-through

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

Agency: Community Access -- SSA

Site: Community Access -- SSA

Position: Maintenance Worker

Job Location: Manhattan

Posted: 2/4/2019

Benefits: Unknown

FT/PT: FT

Hrs/Week:

Salary:

Pay/Hr:

Contact Info

HR Dept.

Email:

Job Description

Under the supervision of the programs Directors and APDs the Maintenance Mechanic assists with maintaining the programs' facilities as needed and directed.

Location :Manhattan

Salary : \$15.00/Hour

Job Type: Per Diem

Essential Job Functions

- Process and complete repair requests generated from the work order system.
- Make routine repairs as needed and directed.
- Monitor and inspect equipment.
- Maintain shop, work areas, tools and supply inventories in good order.
- Identify and report problem areas throughout the facilities.
- Assist with repairs and painting as needed.
- Assist with agency-wide inventory of equipment and supplies.
- Assists with snow removal as needed.
- Assists with maintaining gardens as directed.
- Keep supervisors informed of the day-to-day activities and significant conditions that may impact upon the programs' physical environment.
- Attend and participate in all scheduled departmental and agency meetings as directed.
- Respond to building related emergencies, including working additional hours, as needed
- Perform other tasks and duties as directed.

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

Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Minimum of a high school diploma or equivalent (GED).
- At least one-year technical training and one year work experience in one or more of the building trades.
- Possess and maintain a valid NYS Driver's License, preferred
- Must be fingerprinted and cleared by the Office of Mental Health (OMH).
- Possess the aptitude and skills for work in masonry, carpentry, electrical, plumbing, painting etc.
- Must have basic math skills.
- Ability to work flexible hours as needed.
- Must be able to lift and carry items, which weigh up to 100lbs. regularly.
- Ability to prioritize tasks and perform repair work independently.
- Ability to direct work of other staff.
- Be creative and flexible.
- Show initiative and be responsible for follow through.
- Excellent oral and written communication skills.
- Ability to utilize various computer programs.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Peer Bridger -AHI**Job Location:** Manhattan**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

About Community Access

Community Access is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1,200 units of supportive housing in three boroughs, a new Adult Home Initiative, advocacy and Supported Education programs, a peer-driven Crisis Respite Center, and other initiatives.

Adult Home Initiative

The Adult Home Initiative (AHI) is a new Peer Support project providing opportunities for residents of Adult Homes who have mental health concerns to transition into community-based supportive housing. The project emerged from a NYS class action settlement between NYS and plaintiffs residing in NYC Adult Homes.

The AHI team will provide Peer supports as desired and needed by the residents, during each phase of the process: in-reach, assessment, HRA approval, and moving transition. These individualized and group-based supports will expose residents to opportunities, develop self-advocacy skills, promote informed choice, and enhance community engagement. Adult Home locations are in Queens, primarily in the Rockaways, and in the Bronx.

Location : Manhattan

Job Type: Full Time

Salary - \$40,000

Position Overview

The Peer Bridger works to develop mentoring and supportive relationships 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.

All staff are responsible for incorporating the following principles into their work: participants' right to self-determination; respectful communication; and delivering services consistent with and nurturing each participant's cultural background, experience, identity, and values.

Experience/Requirements

Recipient/survivor of mental health services

Minimum of a high school diploma or equivalent (GED)

Strong understanding and practice of peer support, recovery, wellness and related services

Possess strong engagement, and oral and written communication, skills

Ability to work as part of the team

Ability to travel and work afternoons, evenings and weekends

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

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

Posted: 4/15/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
HR Dept.
Email:

Job Description

The Peer Specialist works along the Pathway Home multi-discipline team under the supervision of the Program Director. The Peer Specialist engages participants in peer-based services to identify and overcome barriers to community integration, utilizing a peer relationship to foster connection, trust, understanding and validation with community providers and supports. The role involves group and individual work to facilitate the transition of individuals from inpatient settings to the community by addressing their preparatory needs in the early stages of discharge planning and facilitating the development of skills and coping mechanisms, and connections to services and supports that forward personally meaningful and health-promoting goals.

Salary:\$40000-45000
Position Available : 2
Location :17 Battery Place, New York
Job Type: Full Time

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.
- 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.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Peer Support Specialist**Job Location:** Manhattan**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Peer Support Specialist works on an individual basis to support participants' recovery from mental health and substance use challenges. The Peer Support Specialist utilizes their shared lived experience along with person-centered, trauma informed communication techniques to promote hope, self-efficacy, community inclusion, and progress toward individualized recovery goals. The Specialist works with the Participant on recovery goals outlined in the HCBS Plan of Care, providing supports identified by the Participant to achieve those goals. The Specialist will draw upon natural resources including family, friends, and community resources to support the Participant in maintaining recovery goals. There are six primary HCBS categories of Peer Support the Specialist will deliver including: Outreach and Engagement, Recovery Support, Advocacy, Self-help and Empowerment Coaching, Transitional Supports, and Crisis/ Pre-Crisis Supports.

Job Type: Per Diem

Location : Manhattan

Salary : \$18.27/ Hour

ESSENTIAL JOB FUNCTIONS

Establish a trusting relationship with each Participant based in mutuality and unconditional positive regard during outreach and meetings in the community and in various program settings;

Supports each Participant in developing and implementing a person-centered recovery plan that is relevant to the current expressed needs of the participant, consistent with the Plan of Care, and includes specialized supports such as WRAP plans and Psychiatric Advance Directives;

Meet with each Participant on a regular basis and provide support in line with the goals outlined in the recovery plan, promoting choice and supported risk in achieving recovery goals

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

Facilitate referrals from care management teams into Peer Support services, and work collaboratively to support Participant in accessing services, advocating for individualized needs and changes to Plans of Care;

Increase Participant awareness of recovery services and supports in the community, identifying and supporting Participants in removing barriers to recovery, self-efficacy, and community inclusion;

Assist the Participant to develop personal skills toward community inclusion, personal development, and independent living;

Support Participant in shared decision-making with family and providers;

Provide companionship and accompaniment to Participants during community appointments, recovery-oriented activities, and during stressful transitions such as pre- and post-admission to emergency rooms, detox units, and discharges from hospitals and jails;

Assist the Participant to identify and engage in activities that bring purpose and enjoyment into their life;

Assist individuals to connect or reconnect to natural supports that enhance the quality and security of life, including warm/crisis lines and self-help groups;

Provide holiday, evening and weekend services, as necessary;

Participate in regular supervision and incorporate feedback and program needs outlined by supervisor;

Other tasks as assigned by the supervisor.

Experience/Requirements

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

Commitment to recovery-oriented practice.

Personal lived experience with the mental health system.

Certification or provisional certification from the NYS Academy of Peer Services.

Minimum two years providing Peer Support in a community-based setting.

Demonstrated ability to work independently.

Excellent time management.

Effective written and oral communication skills and experience in preparing consistently high quality documentation in a behavioral health setting.

Ability to travel daily within NYC.

Creativity and flexibility, resilience to program demands.

Computer proficiency with basic Microsoft programs.

High School Diploma or GED/TASC.

Must be fingerprinted and cleared through the NYS Justice Center.

Proficiency in Spanish language, preferred.

Experience working with an Electronic Health Record, preferred.

Agency: Community Access -- SSA
Site: Community Access -- SSA
Position: Per Diem Respite Worker

Posted: 4/15/2019
Benefits: Unknown
FT/PT: PT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
 HR Dept.
 Email:

Job Location: Unknown

Job Description

The Crisis Respite Center is designed to promote self-determination and hope through peer delivered services and supports including: peer support, wellness education and skill building opportunities, identification and engagement in community-based resources including health care services. 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.

Salary: \$18.64

Experience/Requirements

Qualified candidates must have a minimum of high school diploma or equivalent (GED); experience as a service recipient in the mental health system and willingness to share personal experience appropriately and respectfully; graduate of core peer specialist training program, preferred; previous work experience in a behavioral health or related setting, preferably using the recovery model; resourceful and knowledgeable of community resource and services; must be fingerprinted and cleared by the New York State Justice Center; a respect for, and high level of comfort around people experiencing psychiatric crisis; exceptional oral communication skills including empathic listening, and responding; ability to utilize critical thinking, problem solving and de-escalation skills to assist with creating and maintaining an environment that promotes recovery; ability to set priorities and manage multiple and competing tasks; willingness and ability to participate in Parachute NYC Training including Need Adapted Treatment Model, Intentional Peer Support, Health Navigator and other required training; bilingual preferred.

Agency: Community Access -- SSA
Site: Community Access -- SSA
Position: Purchasing Coordinator

Posted: 2/4/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
 HR Dept.
 Email:

Job Location: Manhattan

Job Description

The Purchasing Coordinator assists in the procurement of goods and services necessary for the operation of the agency, including routine to moderately complex requests which may include equipment, furniture, supplies and services. The primary focus includes monitoring and expediting electronic requisition approval process to ensure timely processing and/or feedback to requestors. The Purchasing Coordinator serves as the point person for online purchase of office supplies and janitorial supplies, in addition to other assigned vendors.

Job Type : Full Time

Location : Manhattan

Salary : high 30s to low 40s

Essential Job Functions

- Assist manager with the daily operation of the agency's purchasing department, including timely feedback to relevant staff on delays or barriers, as directed by Manager..
- Monitors and expedites electronic requisition approval process.
- Serves as primary person in updating and maintaining the Purchase Order database, both in DocLink and Excel, including liaising with Fiscal Management team.
- Expedites purchase requisitions, including assigning purchase order numbers and following appropriate PO process, generated through online suppliers of Office Supplies and Janitorial supplies, as well as other assigned vendors, reviewing orders with supervisor if above certain price points.
- Work in conjunction with purchasing manager to select vendors who can provide CA with exceptional services and pricing, and who exhibit an understanding of the agency's mission.
- Assist with the development of procurement practices, including recommendations and implementation of technological and reporting improvements.
- Utilize best purchasing practices as specified in the agency purchasing manual to effectively procure goods and services at the best strategic advantage to the agency, maintaining the highest ethical standards at all times.
- Assist with the development and implementation of agency purchasing policies and procedures to provide an efficient and effective purchasing operation.
- Work in conjunction with manager and other departments on special projects as necessary, including but not limited to Bids, process documentation, etc.
- Work with fiscal or other departments to resolve any discrepancies that may delay the payment process, related to purchase documentation.
- Maintains electronic vendor file; contacts vendor to verify company information.
- Attend and participate in supervision, meetings, case conferences, and training sessions, as required and as scheduled.
- Perform other duties as assigned.

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

Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Minimum of a high school diploma or equivalent (GED) - Bachelor's degree in related field, preferred.
- Previous experience in purchasing, development and implementation of policies and procedures, etc.
- Possess basic knowledge of accounting principles related to supply chain and purchasing.
- Experience effectively evaluating and comparing bids submitted by vendors.
- Experience in preparing/approving specifications for purchases, selecting vendors for bids, and analyzing quotations.
- Excellent organizational skills, time management and planning skills.
- Demonstrated ability to work as part of a team.
- Excellent oral and written communication skills.
- Ability to utilize various computer programs, specifically Microsoft Word and Excel.
- Be creative and flexible.
- Show initiative and be responsible for follow through.
- Ability to maintain confidential information, as related to position.
- Ability to communicate effectively across all levels of the organization.
- Ability to accurately advise the agency management and staff on all phases of purchasing.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Recovery Specialist**Job Location:** Manhattan**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

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

Location : Manhattan

Job Type: Full Time

Salary : \$50k

Essential Job Functions

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

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

Experience/Requirements

- Understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Minimum of a high school diploma or equivalent (GED).
- Excellent group process and facilitation skills.
- Commitment to recovery oriented practice.
- Minimum 3 years experience working in a community-based mental health setting, preferably delivering clinical-related services.
- Available to work on Saturdays and holidays, occasionally.
- Must be fingerprinted and cleared by the Office of Mental Health (OMH).
- Skilled in conflict mediation/negotiation and have an assertive approach to problem solving.
- Excellent oral and written communication skills.
- Ability to utilize various computer programs, specifically Microsoft Word, Excel and AWARDS or similar electronic client database system.
- Be creative and flexible.
- Possess strong organizational skills.
- Show initiative and be responsible for follow through.
- Ability to maintain confidential information, as related to position.
- Ability to work independently and as part of a team.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Regional Coordinator**Job Location:** Manhattan**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

Community Access is a progressive not-for-profit organization that expands opportunities for people living with mental health concerns to recover from trauma and discrimination. We are built upon the simple truth that people are experts in their own lives. Our programs are spread across 20 locations and include over 1,200 units of supportive housing in three boroughs, a new Adult Home Initiative, advocacy and Supported Education programs, a peer-driven Crisis Respite Center, and other initiatives.

Adult Home Initiative

The Adult Home Initiative (AHI) is a new Peer Support project providing opportunities for residents of Adult Homes who have mental health concerns to transition into community-based supportive housing. The project emerged from a NYS class action settlement between NYS and plaintiffs residing in NYC Adult Homes.

The AHI team will provide Peer supports as desired and needed by the residents, during each phase of the process: in-reach, assessment, HRA approval, and moving transition. These individualized and group-based supports will expose residents to opportunities, develop self-advocacy skills, promote informed choice, and enhance community engagement. Adult Home locations are in Queens, primarily in the Rockaways, and in the Bronx.

Job Location: Manhattan

Job Type : Full Time

Salary : \$60,000.00- 65,000.00 / Annual

Position Overview

The Regional Coordinator (2 positions exist) is responsible for the effective planning and delivery of the AHI Peer support and advocacy services, providing supervision and team building to the Peer Bridger teams. This role collaborates with the AHI Director in developing and implementing policies, practices, and procedures; and assists in the management of fiscal resources. The Borough Coordinator also helps to establish productive, collaborative relationships with the array of AHI stakeholders and partners.

All staff are responsible for incorporating the following principles into their work: participants' right to self-determination; respectful communication; and delivering services consistent with and nurturing each participant's cultural background, experience, identity, and values.

Experience/Requirements

- Recipient/survivor of mental health services, required
- Minimum of a High School Diploma required; Bachelor's Degree preferred
- At least one year of supervisory experience, required
- At least two years of experience working in behavioral health setting, required
- Thorough understanding of and commitment to peer support
- Strong understanding and practice of peer work, recovery, wellness and related services
- Attentive to details in documentation and data collection, reporting and analysis
- Ability to travel and work afternoons, evenings and weekends

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Senior Peer Advocate**Job Location:** Manhattan**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

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The AHI team will provide Peer supports as desired and needed by the residents, during each phase of the process: in-reach, assessment, HRA approval, and moving transition. These individualized and group-based supports will expose residents to opportunities, develop self-advocacy skills, promote informed choice, and enhance community engagement. Adult Home locations are in Queens, primarily in the Rockaways, and in the Bronx.

Job Type : Full Time**Location :** Manahattan**Salary :** \$45,000-50,000**Position Overview**

The Senior Peer Bridger is a team leader who utilizes their lived experience to support Peer Bridgers and Adult Home teams to engage and assist residents in identifying and overcoming barriers to housing transition, addressing questions and fears, and building self-advocacy and systems-navigation skills. This role works with the Regional Coordinator in managing individual and team supervision responsibilities, supporting the development of consistent practices across sites in the initiative.

All staff are responsible for incorporating the following principles into their work: participants' right to self-determination; respectful communication; and delivering services consistent with and nurturing each participant's cultural background, experience, identity, and values.

Experience/Requirements

- Recipient/survivor of mental health services, required
- Minimum of a High School/Equivalency Diploma required; Bachelor's degree preferred
- Experience working in behavioral health setting, required
- Experience providing supervision, team leadership, and project coordination, preferred
- Personal or professional experience with New York City mental health supported housing, preferred
- Strong understanding and practice of Peer support, recovery, wellness and related services
- Attentive to details in documentation and data collection, reporting and analysis
- Ability to travel and work afternoons, evenings and weekends

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Senior Service Coordinator**Job Location:** Citywide**Posted:** 4/15/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Senior Service Coordinator provides support services as defined by regulatory contracts and Community Access guidelines to assigned program participants including assisting with defining personal, vocational and educational goals. The Senior Service Coordinator also provides assistance to program participants using a person-centered model that supports individuals in their recovery, hopes and opportunities; assists program director in the management of program and provides back-up coverage when program director is absent.

Job Type: Full Time

Location: Manhattan/Bronx

Salary : \$22.06/ Hour

Essential Job Functions

- Provide recovery oriented support services and outreach to assigned program participants, as defined by program contractual requirements.
- Assist Program Director in monitoring program records to meet program and contractual standards.
- Assist Program Director in maintaining inventory of program supplies.
- Provide back-up to Program Director when he or she is off site, by guiding staff and dealing with issues, consistent with the direction of Program Director.
- Assist Program Director 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 and revising plans as needed.
- Produce and maintain thorough, accurate and timely documentation in service records of interactions with program participants, services provided, important information and/or events, and contacts with other agencies and service providers, as required by agency policies, and relevant contracts and regulatory agencies.
- Assist program participants 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.
- Provide referrals for treatment for psychiatric disabilities, substance abuse, and health problems, as dictated by program participants.
- Assist program participants in identifying vocational and educational goals and opportunities, including assessment, support and follow-up, in coordination with Education and Employment Coordinator.
- Assist program participants with conflict resolution, as necessary.
- Provide outreach to program participants who are not indicating their goals or who are not engaged, to offer services to them, and to incorporate outreach in their service plans.
- Utilize harm reduction strategies when working with individuals experiencing drug and/or alcohol related problems.
- Provide crisis intervention, as necessary.
- Provide support and training on skills-building, including but not limited to assertiveness, self advocacy, socialization and housekeeping.
- Maintain quality service by establishing and reinforcing program/agency standards in all interactions with program participants.
- Create or maintain a special project each year (e.g. run a group, participate in the advocacy department, coordinate an activity, etc.).
- Coordinate work orders with operations staff regarding apartment repairs and/or program participant requests.
- Attend and participate in supervision, meetings and training sessions, as required.
- Provide holiday, evening, and weekend coverage, as necessary.
- Provide coverage for non-assigned program participants, as needed.

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

Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Minimum of a high school diploma or equivalent (GED) - Bachelor's degree, preferred.
- Commitment to recovery oriented practice.
- Must be cleared through CA Background check process (Justice Center, OCFS, etc.)
- Bilingual Spanish-speaking, preferred. Ability to speak other relevant languages, dependent upon specific needs of tenant's.
- 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.

Experience or BA Required

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Registered Nurse**Job Location:** Manhattan**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Registered Nurse (RN) functions as a primary practitioner who assesses and monitors EVA PROS' participants' clinical health and response to treatment. The nursing approach of assessment, planning, intervention, implementation and evaluation is used to assist individuals in their achievement of mental health, rehabilitation and recovery goals.

Location : Manhattan(EVA)

Job Type : Part Time (16 hr/wk)

Salary : 44-60/Hour

Essential Job Functions

Develop, implement and maintain nursing standards for the program.

Guide the development of policies and procedures and identification of resources essential to delivery of nursing services.

Conduct Health Assessments to all new admitted participants, and as needed.

Develop, or consult and coordinate with team to develop, plans to address participant health needs.

Monitor treatment plans, with full collaboration with the team, as indicated by participant responses and medical conditions.

Use online databases and portals e.g. PSYCKES, Healthix, MAPP, and others to support assessment and treatment planning.

Order, interpret and evaluate medical diagnostic tests to identify and assess participant conditions.

Provide management and administration of medication in conjunction with the staff psychiatrist/PNP.

Provide a range of treatment, rehabilitation, and support services.

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

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 Team

Collaborate with psychiatrist and other medical personnel to schedule appointments and coordinate care.

Make referrals to community physicians and work jointly with hospital and institutional staff.

Intervene and advocate on participant's behalf with, for example, collaterals, agencies, facilities and family members; assist with problem solving to help participant access needed supports.

Provide consultation to EVA PROS team regarding participant medical issues; serves as a resource to the team on medical concerns.

Maintains accurate, detailed reports and records including required documentation, progress notes and health related data, in AWARDS.

Evaluate and establish system for reporting on nursing intervention and expected outcomes.

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

Perform other duties as assigned.

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

Experience/Requirements

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

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

Currently licensed as a registered professional nurse by the New York State Education Department.

Minimum two (2) years' experience working as an RN.

Minimum two (2) years' experience working with persons with mental health condition in health or social services setting.

Excellent written, verbal and interpersonal communication skills.

Ability to synthesize and summarize information and make judgments regarding care.

Eligible for full and unconditional participation in the Medicaid and Medicare programs.

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

Comfort providing treatment in non-traditional settings, including but not limited to the street, community spaces, and shelters.

Bilingual Spanish-speaking, preferred

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

BA/BS Required

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

Posted: 2/4/2019
Benefits: Unknown

FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info

Email:

Position: Licensed Practical Nurse

Job Location: Bronx

Job Description

A leader in community primary and mental health care, Janian Medical Care, P.C., is an award winning practice, partnering with community-based programs serving homeless and formerly homeless people in New York City. Through our partnerships, Janian Medical Care P.C. serves more than 2,500 men and women each year. Janian is seeking a full-time licensed practical nurses (LPN) to provide for its affiliate, The Center for Urban Community Services' Delta Manor Shelter, located near the Parkchester area of the Bronx. CUCS is a leading housing placement program in NYC serving mentally ill, homeless individuals. The Delta Manor serves 102 homeless men who have psychiatric disabilities. Operating 7 days a week, the shelter offers 24 hour staffing including security and houses a full medical suite and offices for the on-site medical and social service teams. The shelter is readily accessible by bus and subway. The primary goal of on-site services is permanent housing placement for program participants into housing that meets their needs and abilities.

The Licensed Practical Nurse will work in collaboration with both CUCS and Janian Medical staff, which will include a primary care provider, psychiatrist, medical assistant, and social workers. Program services include: housing placement, comprehensive health, mental health, and case management services. Scheduled hours will be Monday through Friday from 12pm-8pm, with some flexibility.

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

Assistance with Self Administration of Medication; includes the ordering, storage and documentation of medications as per agency policy and training. The LPN has a management and leadership role in this process.

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

- Provide nursing care
- Observe, measure, record and report clinical data relating to patient health status
- Administer injections, such as: Long Acting Injectable (LAI) medications, Tuberculin Skin Test (TST) implantations, or vaccines.
- Provide healthcare teaching and support as well as personal hygiene assistance/counseling to clients
- Escorting and chaperoning patients to healthcare appointments
- Communication with physicians and other providers to coordinate care and obtain information, reports and notes. Compilation of patient health information.
- Maintenance of medical office including care and maintenance of medical equipment and maintenance of inventory of medical supplies
- Participating in staff meetings and other case conferencing meetings as requested.
- Integrating nursing work with program's social service staff, physicians and other nursing staff

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

Experience/Requirements

Requirements: NYS LPN license required; at least one year experience with mentally ill population preferred. Excellent verbal and written communication skills, close attention to detail and computer literacy required. Bilingual English/Spanish preferred, but not 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. Janian is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

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

Posted: 2/4/2019
Benefits: Unknown

FT/PT: PT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info

Email:

Position: Licensed Practical Nurse (LPN)

Job Location: Bronx

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 part time (21 hours a week) Licensed Practical Nurse (LPN) at CUCS' Assertive Community Treatment (ACT) team located in the North East Bronx. This position receives benefits.

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 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 serves clients living in the Bronx and Manhattan. The Licensed Practical Nurse carries a small caseload with full case management responsibilities, assist the RN with Health Assessments, medication management and provide injections, monitor client vitals, blood sugars and other medical conditions, act as liaison to medical providers and provide back-up to clients with medical conditions.

Experience/Requirements

- LPN license
- Valid NYS driver's license
- Experience with mentally ill population preferred
- Excellent verbal and written communication skills
- Computer literacy
- Bilingual English/Spanish preferred, but not required.

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

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: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Behavioral Health Spclst IMT**Job Location:** Bronx**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The IMT Behavioral Health Specialist is an integral part of a multi-disciplinary team of mental health clinicians. The Specialist is a team member responsible for engaging participants through harm reduction strategies including motivational interviewing and stage-wise interventions that target an individual's readiness for change. The Behavioral Health Specialist is a resource to other team members in issues related to mental health and co-occurring substance use.

Program Overview:

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

Essential Job Functions**Behavioral Health Specialist-related:**

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

- Screen and assess participants for the treatment of co-occurring substance use disorders.

- Advocate and liaise for participants within the criminal justice and shelter system.

- Provide or connect participants with employment counseling, vocational rehabilitation, completion of housing applications and placement, and provision of life skills training.

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

- Identify participant treatment and support service needs and associated service plan objectives based on participant goals assessment results, including risk associated with harmful behaviors.

- Function as resource on behavioral health services and substance use and guide team in clinical meetings on these issues.

- Provide harm reduction services, integrated substance use treatment and relapse prevention.

Comprehensive IMT services-related:

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

- Complete required assessments and evaluations as needed on a rotating schedule.

- Provide IMT treatment services including: service planning and coordination; problem solving; support with obtaining housing; developing social connections; strengthening family and other relationships; developing independent living skills and obtaining necessary resources; accessing education and training; employment supports (job search, placement and support); entitlement and financial management; empowerment and self-help; wellness self-management with a focus on the development of coping skills; support with medications; and weekly groups.

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

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

- Coordinate discharge in collaboration with jail/prison or inpatient and ER staff when participants have involvement.

- Complete thorough, timely and accurate documentation of all contacts

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

Experience/Requirements

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

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

- Minimum of Bachelor's Degree in Social Work, Psychology, Mental Health Counseling, Criminal Justice or other Health and Human Services related field; LMSW preferred

- Minimum of two (2) years' experience working with individuals with a mental health condition with co-occurring substance use disorder.

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

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

- Bilingual Spanish-speaking, preferred.

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

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Human Resources Generalist**Job Location:** Manhattan**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

Community Access, Inc. is seeking two energetic, passionate and customer focused individuals who are excited to join us on our journey of redefining the employee experience and HR service delivery. In the role of Human Resources Generalist, you will be responsible for performing HR-related duties on a professional level and will play a key role in the success of the organization by offering guidance on recruitment, terminations, performance management and HR best practices.

To accomplish this, the ideal candidate will thrive in a diverse and fast-paced environment, be exceptionally responsive, and demonstrate strong follow-through and dedication to excellence. A professional attitude, flexible approach and a desire to help others are critical attributes for success. These are excellent positions for budding HR professionals interested in learning/being exposed to all areas of HR.

Overview

The HR Generalist-Recruiter (HRG-R) provides professional support and advice on recruitment to line and departmental managers, and advises managers on best practice recruitment and selection. This position partners with hiring managers on all agency recruitment, including screening of applicants, developing recruitment events and materials and training hiring managers are best practice in interviewing, screening and selection of quality candidates for open position. In addition, the HRG-R is responsible assisting in other HR areas, with particular focus on performance management and other areas geared towards employee retention.

Job Type: Full Time**Location:** Manhattan**Salary :** Low to mid 60's**Essential Job Functions**

Provide professional support on recruitment to line and departmental managers to ensure that CA's recruitment process follows best practices recruitment and selection, and maintains applicable compliance with all related State and Federal Laws, regulations and policies.

Perform tasks and functions necessary for administering hiring and onboarding process, including but not limited to:

- Posting of open positions, both internally and externally

- Scheduling Hiring Committee interviews

- Write job advertisements and decide how and where jobs will be advertised

- Oversee and run new hire orientation; including scheduling, paperwork processing, fingerprinting, etc.

- Coordinate authorization and log-ins for new hires and terminations with IT Department.

- Administer background checks

- Enter and maintain all human resources data into relevant databases, including new hires, terminations, changes in status, etc.

- Extend Job offers

- Process monitor and report on expenses related to recruitment

Implement proactive and creative recruitment strategies, in consultation with Director of Administrative Services (DAS) and HR Manager (HRM), to generate quality candidates for open positions, to include:

- Develop and schedule internal recruitment events with appropriate staff.

- Identify and participate in external job fairs and/or develop external recruitment events/activities.

- Track and report monthly on recruitment activities including vacancies, internal and external postings, job fairs, turnover, time to fill,

- Serve as primary liaison with employment agencies, search firms and educational institutions as a source to generate qualified applicants

Work with executive management and hiring managers to review selection criteria based on position specific skills/competencies required to support agency and program goals.

Meet with hiring managers to review program specific recruiting plans, as needed.

Work with HR team to develop and/or conduct training programs for hiring managers designed to improve recruiting and hiring efficiencies (screening, interviewing and selection).

Analyze job market, work with hiring managers and HR Team to forecast employment needs, and assist with the development of an annual recruitment plan to support hiring activity and latitude id

Maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resources management.

Assist DAS with Performance Management function, including overseeing the annual evaluation process, and exit interview process.

Participate in HR special projects as necessary.

Serve as a back-up in other areas of HR, as necessary.

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

Shared responsibility in maintaining relevant HR files.

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.

Bachelor's degree in Human Resources or related area, preferred

Three (3) to five (5) years of combined generalist and recruitment experience, preferred

PHR or SPHR certification, preferred.

Demonstrated ability to prioritize and meet deadlines.

Some project management experience.

Demonstrated ability to research, analyze data and prepare reports.

Excellent oral and written communication skills.

Ability to build and maintain positive and collaborative relationships with all levels of staff.

Be creative and flexible.

Strong computer skills - intermediate or expert level MS Office user.

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.

Ceridian experience, preferred.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Recruiter**Job Location:** Manhattan**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

Community Access, Inc., is seeking an energetic, passionate and customer focused individual who is excited to join us on our journey of redefining the employee experience. In this role, the recruiter will be focused on attracting and acquiring qualified talent, providing exceptional service to candidates and hiring managers; establishing relationships with recruitment resources and developing proactive candidate searches. To accomplish this, the ideal candidate will need an innovative mindset, the ability to build trusting relationships, adaptability, flexibility, and a sense of humor.

Overview

In this role, the recruiter will be focused on attracting and acquiring qualified talent, providing exceptional service to candidates and hiring managers; establishing relationships with recruitment resources and developing proactive candidate searches. This position partners with hiring managers on all agency recruitment, including screening of applicants, developing recruitment events and materials and training hiring managers are best practice in interviewing, screening and selection of quality candidates for open position.

Location: Manhattan

Job Type: Full Time

Salary : \$70's

Essential Job Functions

Work with Director of Administrative Services (DAS) and HR Manager to design and manage recruitment process with a goal of generating quality candidates for open positions, to include:

- Serving a primary HR person in collaboration with Development and Senior Management, on agency branding exercise and improving social media presence to support recruitment activity.

- Prepare recruitment materials that will inspire, attract and inform about the roles, agency and philosophy.

- Active use of job boards, social media, and other platforms to identify active and passive applicants.

- Develop and schedule internal recruitment events with appropriate staff.

- Identify and participate in external job fairs and other recruitment events.

- Track recruitment activities including vacancies, internal and external postings, job fairs, etc.

- Serve in a leadership position in developing and running CA Recruitment Committee, to identify and problem-solve recruitment related issues, establish processes, research and implement best practices.

- Work with DAS and HR Staff to develop and implement proactive and creative recruitment strategies to achieve required staffing levels.

- Evaluate and screen resumes and interviews candidates to ensure that their skills/abilities meet the needs of the agency and program. Maintain resume files for future employment possibilities.

- Manage the pre-employment processing for all new hires, which includes but is not limited to processing background checks, license verification, scheduling pre-employment screenings sending offer letters, and checking references.

- Meet with hiring managers to develop program specific recruiting plans, as needed.

- Routinely review our recruitment process to monitor costs, efficiency or liability, and recommend changes or improvements.

- Leverage applicant tracking system (ATS) to develop, and track and distribute recruitment metrics, in order to make informed recruitment decisions.

- Work with executive management and hiring managers to identify skills/competencies required to support agency and program goals.

- Develop and maintain professional relationships with college, university and community college placement offices as a source to generate qualified applicants.

- Serves as point person for all interactions with employment agencies, search firms and other job sourcing agencies or associations, including negotiating and controlling employment related fees.

- Work with DAS and HR Staff to develop and conduct training programs for hiring managers designed to improve recruiting and hiring efficiencies (screening, interviewing and selection).

- Work with executive management staff to develop and implement selection criteria for select positions, to assist with the recruitment process.

- Analyze job market, including salary surveys and work with hiring managers and DAS to forecasts employment needs, assist with the development of an annual recruitment plan to support hiring activity.

- Maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resources management.

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

- Perform other duties as assigned.

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

Experience/Requirements

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

- Bachelor's degree in Human Resources or related area, preferred

- Four (4) to six (6) years of recruitment experience, with emphasis on building social media presence preferred.

- PHR or SHRM-CP certification, preferred.

- Demonstrated ability to prioritize and meet deadlines.

- Some project management experience.

- Demonstrated ability to research, analyze data and prepare reports.

- Excellent oral and written communication skills.

- Ability to build and maintain positive and collaborative relationships with all levels of staff.

- Be creative and flexible.

- Strong computer skills - intermediate or expert level MS Office user.

- Show initiative and be responsible for follow through.

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

- Ability to work independently and as part of a team.

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

Posted: 4/15/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
HR Dept.
Email:

Job Description

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

Location: HTH Advocacy Center(Manhattan)

Salary: 24.04/ Hour

Essential Job Functions

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

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

Experience/Requirements

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

MA-MSW-CSW Required

Agency: CAMBA -- SSA**Site:** -- Aff.**Position:** Client Care Coordinator**Job Location:** Bronx**Posted:** 1/22/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Chanelle Nau

Email:

Job Description

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

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

Essential Duties and Responsibilities Include But Are Not Limited To:

- Conduct initial risk assessment of clients and clients' families.
- Prepare initial biopsychosocial evaluation and update according to regulations.
- Provide a range of "instant response" services when a client's immediate well-being and safety is threatened.
- In collaboration with clients and case managers, assist in the preparation of initial Independent Living Plan (ILP), including short-term and long-term client goals.
- Assist clients in attaining their goals by identifying community resources and by referring clients to appropriate services both within and outside CAMBA (i.e., medical services and psychiatric services, etc.).
- Act as advocate on behalf of clients and client families' to arrange for medical, psychiatric, educational and other tests and examinations that may disclose causes of client difficulties and indicate remedial measures.
- Facilitate or participate in case conferences with all stakeholders in clients life to ensure collaborative approach to services.
- Lead group counseling sessions and psychoeducation to enhance social development and psychological education of individual clients and provide peer support.
- Monitor clients' progress toward their goals via regularly scheduled face-to-face contacts/sessions.
- Follow-up with clients for a period of time after successful completion of their primary goals to assure client stability (aftercare).

Experience/Requirements

- Licensed Master of Social Work (LMSW) required.
 - Some schedule flexibility for weekends and/or evenings.
 - Bi-lingual preferred.
 - Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.
- This position is located in Fordham, Bronx.

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

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

Posted: 2/19/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
Chanelle Nau
Email:

Job Description

CAMBA is a non-profit agency that provides a wide array of services to over 45,000 individuals and families across the five boroughs for over 40 years connecting people with opportunities to enhance their quality of life. Every team member is DEDICATED to getting the job done, embraces DIVERSITY and is INNOVATIVE by listening to the communities we serve while developing creative evidenced based programs. Additionally, CAMBA prides itself in its INTEGRITY evident in our compassionate honesty with our clients while committing to QUALITY supportive services to our staff and clients.

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

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

Experience/Requirements

- Licensed Clinical Social Worker (LCSW) and 2 years of supervisory experience.

Other Requirements:

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

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

Agency: CAMBA -- SSA
Site: -- Aff.
Position: Dir. Of Social Services
Job Location: Bronx

Posted: 2/19/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info
Chanelle Nau
Email:

Job Description

CAMBA's Park Avenue Residence is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 63 families who are in a transitional residence program for homeless families.

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

- Maintain professional relationships with clients and client confidentiality.
- Practice Universal Precautions/Standard Protocol & Procedures.
- Comply with any and all Federal, State, City and CAMBA security and privacy policies intended to protect the security and privacy of individually identifiable health information.
- Ensure that newly admitted clients receive social service intake with 48 hours of assignment to case manager.
- Monitor and track client intakes and move-outs utilizing DHS rosters to update the Landing master roster daily.
- Oversee all ACS cases and ensure that monthly tracking forms are completed and submitted to DHS.
- Meet with community agencies to assist with high risk case conferences as needed.
- Communicate with peers in other CAMBA programs on issues related to client progress.
- Understand all aspects of contract requirements and communicates this understanding to staff.
- Supervise a minimum of four direct reporting staff and their subordinates to ensure that clients complete tasks (such as gaining entitlements, employment and housing options).
- Work with staff to set and achieve realistic monthly performance targets in accordance with contract requirements (such as completing ILPs, inspections, monitoring families with children age 0-24 months, ACS, LTS families and housing placements).
- Teach, coach and work with direct staff regarding how to interact with and/or engage clients to maintain entitlements to become eligible for housing subsidies.
- Conduct weekly client progress reviews with staff.
- Conduct periodic internal chart reviews and implement Quality Assurance measures as needed to ensure quality service delivery to clients.
- Respond to critical incidences that require immediate attention.
- Access client data using various tracking and program databases (i.e. - Client Tracking System (CTS), New York City Way, 4002 System).
- Prepare contract reports and statistical information for both CAMBA management and funder use.
- Assist in the analysis of program and demographic data to make programmatic improvements.
- Organize onsite and offsite training opportunities for professional development of staff.
- Assist the Senior Program Manager in providing oversight for all aspects of the program in his/her absence.
- Confer with the Senior Program Manager, and/or other CAMBA management staff as needed regarding programmatic and personnel issues.
- Attend staff/funder/outside agency meetings as requested.
- Facilitate weekly meetings with social service staff to address client issues and progress.
- Review and sign time sheets.
- Prepare performance appraisals for direct reporting staff.
- May develop appropriate marketing material and marketing/outreach strategies for the program.
- May network both within and outside CAMBA to expand client recruitment and opportunities for client success.
- May have direct client service/program responsibilities in addition to the above.
- Tasks may be modified, expanded and/or assigned over a period of time.

Experience/Requirements

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

Other Requirements:

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

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

Agency: CAMBA -- SSA**Site:** -- Aff.**Position:** Lic. Mental Health Counselor**Job Location:** Brooklyn**Posted:** 1/22/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Chanelle Nau

Email:

Job Description

CAMBA's Victim Assistance Counselor provides a comprehensive range of victim services including mental health assessment and intakes, individual and group counseling, information/referrals, personal advocacy, emergency assistance, and assistance in filing New York State Office of Victim Services Compensation Claims to victims of crime including domestic violence and sexual assault in Park Slope and Flatbush/East Flatbush in Brooklyn. The Victim Assistance Counselor reports to the Program Manager of CAMBA's Violence Prevention Intervention Services Programs.

Responsibilities

- Provide individual counseling to victims of crime including domestic violence and sexual assault
- Conduct mental health assessments and intake.
- Assist with NYS Office of Victim Services Compensation claim forms and advocate on behalf of clients who have suffered financial loss or incurred medical expenses.
- Provide follow up contacts and information/referrals for other services needed to victims of domestic violence, sexual assault and other crimes.
- Facilitate a weekly support group for survivors of domestic violence and sexual assault.
- Maintain case files and all necessary documentation in a neat, clear and concise manner.
- Attend staff team meetings and participate in case conferences.
- Recruit, train and supervise volunteers for CAMBA's Rape Crisis Hotline.
- Prepare weekly and monthly and quarterly reports about services provided and submit them on a timely basis.
- Motivate, coach, and supervise Victim Advocate staff
- Monitor participants' progress regularly and milestones reached and
- Any and all other tasks necessary for the successful operation of the program.

Experience/Requirements

- Licensed Master's Degree in Social Work or Counseling (LMSW/LCSW/LMHC).
- NYS Department of Health Rape Crisis Certification.
- Two years supervisory experience required.
- Experience working with victims of crime including domestic violence and sexual assault.
- Experience working with diverse ethnic and cultural communities.
- Outstanding organizational, critical thinking and writing skills.
- Proven ability to serve as a dynamic team leader.
- Enthusiasm; creativity; initiative; and the ability adapt quickly to change.

Agency: CAMBA -- SSA
Site: -- Aff.
Position: MICA Specialist
Job Location: Citywide

Posted: 2/19/2019 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info
 Chanelle Nau
 Email:

Job Description

The person filling this position is expected, under general supervision, to: (1) immediately formulate a plan and prepare clients for permanent housing placement; (2) engage individuals requiring social service assistance; (3) interview and evaluate clients, formulate Independent Living Plans and goals; and (4) locate and refer to appropriate community resources for clients; including the following:

- Serve as a liaison with outside organizations regarding such matters as employment, education, healthcare, housing, social services, legal issues, etc.
- Assist clients in reducing/stopping their alcohol and other drug use by identifying and referring clients to appropriate services both within and outside CAMBA.
- Provide individualized counseling on drug and alcohol addiction and related topics.
- Counsel clients in dealing with drug and alcohol use and such issues as: behavior, educational progress, family dynamics, mental and physical health, housing, personal finances, substance abuse, mental and/or physical trauma.
- Develop and facilitate group counseling sessions on drug and alcohol use and related topics (i.e., psychological education, learning triggers, skill development, maintaining sobriety, etc.).
- Consult with others to determine causes of client problems and effect solutions.
- Conduct assessment to determine clients alcohol and other drug use.
- Conduct initial intake and assessment of clients' needs and periodic re-assessments.
- Create and maintain client electronic and paper files.
- Prepare initial psychosocial evaluation and update according to regulations.
- Obtain and maintain relevant documentation and release forms from clients (i.e., birth certificate, proof of income, medical documents, release of Personal Health Information, etc.).
- In collaboration with clients, conduct periodic revisions of independent living plans including short-term and long-term client goals.
- Assist clients in attaining their goals by identifying community resources and by referring clients to appropriate services both within and outside CAMBA (i.e., On-site medical services and psychiatric services, etc.).
- Work with clients to break through barriers to their goal(s) attainment.
- Assist clients in advocating for themselves in order to gain housing stability.
- Recommend and implement strategies to persuade clients to participate fully in the process in order to transition into permanent housing.
- Monitor clients' progress toward their goals via regularly scheduled face-to-face contacts/sessions.
- Document all client encounters via progress notes using DHS CARES Database and printout notes for client's paper file.
- Ensure CARES Database is updated to reflect client request for services (i.e., car fare, appointments, passes, referrals, etc.).
- Follow-up with clients and with referral organizations regarding client contact and progress with referral organization.
- Provide all required information for weekly/monthly/quarterly/annual reports.

Experience/Requirements

Master's Degree or related field and/or equivalent experience (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling (LMHC), Counseling/Guidance, Art Therapy).

Other Requirements:

- CASAC preferred.
- May be required to become First Aid/CPR certified.
- May be required to become certified in overdose prevention.
- Bi-lingual preferred.

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

Agency: CAMBA -- SSA
Site: -- Aff.
Position: Staff Attorney
Job Location: Citywide

Posted: 2/19/2019 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info
 Chanelle Nau
 Email:

Job Description

CAMBA Legal Services, Inc. (CLS) provides free civil legal services to low-income New Yorkers in the areas of consumer law, foreclosure prevention, immigration, housing law, and domestic violence assistance. CAMBA attorneys also engage in legislative advocacy, impact litigation in both state and federal court, provide community education and offer expert training on a wide range of issues.

Essential Duties and Responsibilities:

The person filling this position is expected, under the direction of the General Counsel, to provide legal assistance to clients of CAMBA Legal Services.

Experience/Requirements

CAMBA Legal Services, Inc. (CLS) provides free civil legal services to low-income New Yorkers in the areas of consumer law, foreclosure prevention, immigration, housing law, and domestic violence assistance. CAMBA attorneys also engage in legislative advocacy, impact litigation in both state and federal court, provide community education and offer expert training on a wide range of issues.

Essential Duties and Responsibilities:

The person filling this position is expected, under the direction of the General Counsel, to provide legal assistance to clients of CAMBA Legal Services.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Assistant Program Director**Job Location:** Bronx**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for an Assistant Program Director position at Kingsbridge Heights directly next to the Kingsbridge 4 train stop. Kingsbridge Heights is a new 135 unit supportive housing site for middle-income, low-income and formerly homeless families and individuals located in the in the Kingsbridge section of the Bronx scheduled to begin occupancy in March 2019. CUCS will provide comprehensive on-site supportive services for tenants, and will contract with C+C Apartment Management, LLC for property management and rent collection services. The program provides training in evidence based practices including Motivational Interviewing, Wellness Self-Management and Parenting Journey. Services provided include case management, mental health services and person centered service planning utilizing a family systems approach.

Please note that this position begins on 3/01/2019. Description

During the initial phase of the project, this position will be responsible for assisting the Program Director with hiring, tenant intake, and rent-up processes. On a continuing basis, this position works closely with the Program Director and has the primary responsibility for supervision of designated clinical staff and oversight of the site's special services programs, including on-site psychiatry. Additionally, this individual is responsible for maintaining good relations with funders and other stakeholders, and developing and maintaining a program culture that is client centered, outcome oriented, and dedicated to continuous quality improvement.

The position requires a thorough understanding of relevant service delivery concepts and structures, including strong knowledge and experience with mental health systems, and the ability to access and negotiate the full range of services aimed to support parents to successfully raise their children in our program. It also requires strong supervisory and administrative skills and the ability to interface effectively and efficiently with colleagues to ensure quality services and program operations.

Experience/Requirements

- LCSW
Internal candidates within 3 months of completing the LCSW experience requirement may also apply
Once the LCSW experience requirement is met, all candidates must attain an LCSW within 6 months
- Minimum of 4 years post-Masters applicable experience with related populations including supervisory, administrative, and management experience

Strong verbal and written communication skills
Computer literacy
Bilingual Spanish/English is preferred

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

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Bronx**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Clinical Supervisor position at the Sydelle Residence, a 107 unit supportive housing program for low income and formerly homeless families and individuals located in the East Tremont section of the Bronx. The program provides training in evidence based practices including Motivational Interviewing, Wellness Self-Management and Behavioral Treatment for Substance Abuse for People with Serious Mental Illness. Services provided include case management, mental health services and person centered service planning.

The Clinical Supervisor is responsible for the supervision and direct oversight of a clinical services team including 4 case managers and task supervision to two social workers. Each of these four staff members have a caseload of between 18-23 tenants. The Clinical Supervisor position is extremely dynamic and offers significant key decision-making, supervisory, administrative, program management, and service delivery responsibilities including but not limited to: site management, program development, inter-team coordination, and contract regulatory/policy compliance. Each of the supervisees will carry a diverse caseload including those with: Severe and Persistent Mental Illness (SPMI), Homeless history, Substance Abuse, and/or those in need of Low Income housing. The Clinical Supervisor is responsible for implementation and oversight of a new family services model. In order to best serve our clients, CUCS is committed to providing our staff with robust trainings. Staff will be well versed in Evidence Based Practices including but not limited to: Wellness Self Management, Supported Employment, Seeking Safety, BTSAS, and Motivational Interviewing as well as trainings in Psychopharmacology, Clinical Supervision, DSM 5, etc.

Experience/Requirements

LMSW and 18 months toward obtaining the LCSW required. With an expectation to obtain the LCSW when eligible.

- Strong writing and verbal communication skills
- Post-masters direct service experience with populations served by the program, including families, preferred
- Strong clinical assessment skills
- Computer literacy
- Strong interpersonal and organizational skills
- Sound judgment, good decision making skills, and a high degree of tact and professionalism
- Good writing and verbal communication skills
- Ability to problem-solve, prioritize, and effectively manage time
- Experience with EPB groups services preferred
- Bilingual English/Spanish preferred

Please be advised that you must upload your cover letter and resume in one document. Applicants will only be considered for positions they apply for.
CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Bronx**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Clinical Supervisor position at Kingsbridge Heights directly next to the Kingsbridge 4 train stop. Kingsbridge Heights is a new 135 unit supportive housing site for middle-income, low-income and formerly homeless families and individuals located in the in the Kingsbridge section of the Bronx scheduled to begin occupancy in March 2019. CUCS will provide comprehensive on-site supportive services for tenants, and will contract with C+C Apartment Management, LLC for property management and rent collection services. The program provides training in evidence based practices including Motivational Interviewing, Wellness Self-Management and Parenting Journey. Services provided include case management, mental health services and person centered service planning utilizing a family systems approach.

Please note that this position is effective beginning 3/01/2019.

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, and contract regulatory/policy compliance. During the initial rent up, the Clinical Supervisor will be involved in hiring and rent up processes.

The position requires a thorough understanding of relevant service delivery concepts and structures, including strong knowledge and experience with mental health systems, and the ability to access and negotiate the full range of services aimed to support parents to successfully raise their children in our program. It also requires strong supervisory and administrative skills and the ability to interface effectively and efficiently with colleagues to ensure quality services and program operations.

Experience/Requirements

- LCSW and 2 years relevant experience
- Relevant post-master's experience
- Supervisory experience preferred
- Strong written and verbal communication skills
- Computer literacy
- Bilingual Spanish/English preferred

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Clinical Supervisor**Job Location:** Brooklyn**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

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

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

The Clinical Supervisor is responsible for ensuring that their supervisees are helping their clients to live fuller, more satisfying lives in the community; helping their team to function well and meet their contractual obligations; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements. The Clinical Supervisor is a part of their program's management team, and is therefore also responsible for helping to ensure that their program provides the best services possible for its clients, is an engaging and rewarding place for staff to work, and has a culture which promotes continuous learning and improvement.

Experience/Requirements

- LMSW with 18 months relevant post-master's experience.
 - Experience with related population, crisis management, supervisory experience, strong written and verbal communication skills and computer literacy.
 - 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 Coordinator 1.
- Please note that a Clinical Coordinator 1 is automatically promoted to Clinical Coordinator 3 upon receipt of LCSW.
- Please be advised that you must upload your cover letter and resume in one document.

Agency: Center for Urban Community Services -- SHA
Site: CUCS -- SHA
Position: Clinical Supervisor
Job Location: Manhattan

Posted: 2/4/2019
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a 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.

Description of Responsibilities:

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

LCSW
 Strong writing and verbal communication skills
 Post-masters direct service experience with populations served by the program preferred
 Strong clinical assessment skills
 Computer literacy
 Strong interpersonal and organizational skills
 Sound judgment, good decision making skills, and a high degree of tact and professionalism
 Good writing and verbal communication skills
 Ability to problem-solve, prioritize, and effectively manage time
 Computer literacy
 Experience with EPB groups services preferred
 Bilingual English/Spanish preferred
 **Candidates without an LCSW will be considered if:
 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: Per Diem Social Worker
Job Location: Bronx

Posted: 2/4/2019
Benefits: Unknown
FT/PT: PT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for PER DIEM SOCIAL WORKERS at the Delta Manor Shelter in the Bronx. The program serves 101 homeless men with serious mental illness. Please note that the Delta Manor is a 5 story walk building with no elevator and all candidates must be able to easily transport using the stairs. Per Diem Social Worker works on the evening, overnight, and weekend shifts. This position is responsible for ensuring the comfort and well-being of the entire recipient census of a site by carrying out program management activities, providing task supervision to case manager staff, and providing direct clinical services.

The Per Diem Social Worker is expected to actively support and work to accomplish the agency's mission and the program's specific goals and objectives.

Shifts available:

Weekends and Holidays, 7am- 3pm; 3pm-11pm; 11pm – 7am. Occasional weekday 4pm-12am, and 11pm-7am shifts also available.

Experience/Requirements

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

Please be advised that you must upload your cover letter and resume in one document. Applicants will only be considered for positions they apply for.
 CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Bronx**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a SOCIAL WORKER 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.

JOB LOCATION:

Delta Manor

1530 Beach Ave

Bronx, NY 10460

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

While the Social Worker is principally responsible for providing services directly to clients and in doing that to function with a level of autonomy that is appropriate to their professional training and experience, they are also expected to understand and support the management activities that ensure the good functioning of the team and the program as a whole. They may also be expected to provide oversight and support to their team in the absence of the Clinical Coordinator or the team leader. The Social Worker may be assigned additional responsibilities.

Experience/Requirements

Social Worker 1

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

Social Worker 2

Master's Degree in Social Work (LMSW will be required when required by New York State to provide Social Work services) plus 2 years of applicable post-master's degree direct service experience in the Social Work field with related populations

Post-masters direct service experience with populations served by the program preferred

Strong clinical assessment skills

Computer literacy

Strong interpersonal and organizational skills

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

Good writing and verbal communication skills

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

Experience with EPB services preferred

Bilingual English/Spanish preferred

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Manhattan**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Case Manager position at the CUCS' Harlem Transitional Services. HTS' Kelly Transitional Living Community is a 40- 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. Resp: The Social Worker will carry a caseload and provide decision making and service delivery responsibilities including crisis-intervention, medication management and regulatory compliance. Social Worker will participate and contribute to a program culture that is client-centered, outcome-oriented and dedicated to continuous quality improvement.

Experience/Requirements

Reqs: LMSW, experience with related populations, strong written and verbal communication skills and computer literacy. Bilingual English/Spanish preferred. Competitive salary and benefits.

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:** Social Worker**Job Location:** Bronx**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Social Worker position at Kingsbridge Heights directly next to the Kingsbridge 4 train stop. Kingsbridge Heights is a new 135 unit supportive housing site for middle-income, low-income and formerly homeless families and individuals located in the in the Kingsbridge section of the Bronx scheduled to begin occupancy in March 2019.

CUCS will provide comprehensive on-site supportive services for tenants, and will contract with C+C Apartment Management, LLC for property management and rent collection services. The program provides training in evidence based practices including Motivational Interviewing, Wellness Self-Management and Parenting Journey. Services provided include case management, mental health services and person centered service planning utilizing a family systems approach.

Experience/Requirements

Master's Degree in Social Work required
Experience with related population, verbal and written communication skills
Computer literacy
Bilingual English/Spanish 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

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

In this job, you will be able to work toward your LCSW by obtaining the necessary clinical practice hours and receiving supervision from a Licensed Clinical Social Worker

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Social Worker**Job Location:** Brooklyn**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

Job Description

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

Description

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

In this job, you will be able to work toward your LCSW by obtaining the necessary clinical practice hours and receiving supervision from a Licensed Clinical Social Worker

Experience/Requirements

MSW, LMSW preferred
Related experience working with mentally ill or homeless individuals is strongly preferred
Ability to work as part of an interdisciplinary and multicultural team
Good verbal and written communication skills
Computer literacy
Bilingual Spanish/English preferred

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: Community Access -- SSA**Site:** Community Access -- SSA**Position:** ACT Vocational Specialist**Job Location:** Bronx**Posted:** 4/15/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Employment Specialist has lead responsibility for integrating vocational goals and services within the tasks of all team members. The specialist works as part of a multi-disciplinary team providing the range of ACT services to assist participants in achieving their treatment, rehabilitation and recovery goals.

Location: Bronx

Salary: 24.04/ Hour

Essential Job Functions

Vocational Specialist activities:

Take lead responsibility for integrating vocational goals and services with the tasks of all team members.

Complete vocational assessments with participants; explore and identify interests, employment history, experience and skills, and future aspirations.

Guide job exploration and matching work or vocational experience to participants' interests and strengths.

Describe the values of supported employment as a competitive and integrated option with time-unlimited support, and respond to the articulated participant vocational choices including the desire for training, education, volunteer and other work experiences.

Develop job leads by establishing contacts with private and public employers or through employment agencies.

Support skills development related to choosing, securing, and maintaining employment.

Comprehensive ACT service activities:

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

Complete initial comprehensive recovery-oriented service plan and 6-month plan review incorporating participant and relevant others' feedback.

Provide ACT treatment services including: service planning and coordination; problem solving; support with obtaining housing; developing social connections; strengthening family and other relationships; developing independent living skills and obtaining necessary resources; accessing and accessing education and training; employment supports (job search, placement and support); entitlement and financial management; empowerment and self-help; wellness self-management with a focus on the development of coping skills; support with medications; and weekly groups.

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

Complete crisis intervention and relapse prevention plans.

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

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

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

Complete expected minimum monthly treatment contacts of which 80% occur in the community.

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

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.

Educational Requirements: Licensed Master Social Worker (LMSW) or Licensed Mental Health Counselor (LMHC).

At least 1 year of training and/or experience in vocational assessment, job exploration, and skills development in choosing, getting, and maintaining employment, employment counseling or vocational rehabilitation

Knowledge of principles and models of supported employment, ADA and other civil rights statutes regarding employment practices, programs, funders and initiatives supporting employment for persons with mental health concerns, e.g. ACCES-VR, TTW, Workforce 1 Centers.

Comfort using a variety of computer programs - Community Access ACT is a paperless program and relies heavily on digital tools for documentation and case management.

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

Bilingual Spanish-speaking, preferred.

Comfort using public transportation and traveling throughout the boroughs.

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

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Behavioral Health Spclst**Job Location:** Bronx**Posted:** 2/4/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Behavioral Health Specialist is an integral part of the multi-disciplinary Pathway Home at Community Access team. The role involves group and individual work to facilitate the transition of individuals from inpatient settings to the community by addressing their preparatory needs in the early stages of discharge planning and facilitating the development of skills and coping mechanisms, and connections to services and supports that forward personally meaningful and health-promoting goals. Under the direction of the Program Director, the Behavioral Health Specialist is a resource to other team members on issues related to mental health, substance use and other clinical concerns.

Essential Job Functions

- Utilize a recovery-oriented, trauma-informed and harm reduction approach that promotes person-centeredness and self-determination.
- Provide ongoing assessment and services to participants to address health and wellness, housing, income support, education, vocational training, employment and social supports.
- Conduct informed and comprehensive psychosocial assessments to determine medical, psychiatric, housing and other social needs in the community, incorporating relevant historical and collateral information.
- Provide direct individual and group services including: service planning and coordination; support with obtaining housing; developing social connections; strengthening family and other natural supports; family conferences and psycho-education to support network members; developing living skills and obtaining necessary resources; entitlement and financial management; empowerment and self-help; wellness self-management with a focus on developing coping skills; short-term counseling; safety planning; travel training; and support with medications.
- 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.
- Assess and follow-through with housing needs; complete HRA 2010e, assist with housing applications, interview preparation, move in, resource acquisition, communication with providers, and clinical needs to retain housing.
- Accompany participants to initial behavioral health and medical appointments when available.
- Timely and accurate monitoring, evaluation and documentation of participant information in AWARDS and GSI.
- Provide 24 hour crisis intervention services on a rotating basis, including referrals to respite and other resources.
- 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.
- Master's degree or higher in Social Work, Mental Health Counseling, Nursing, or Psychology required.
- A minimum of 2 years' work experience with individuals with mental health concerns and other co-occurring conditions and experiences.
- Knowledge of NYC behavioral health, health home and community support programs and systems.
- Practice experience in harm reduction, person-centered, recovery and trauma-informed approaches.
- Effective team worker.
- Knowledge of crisis management techniques.
- Experience with group work. ? Excellent written, verbal and computational skills.
- Ability to work with stakeholders who may have competing or divergent priorities.
- 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.
- Bilingual Spanish-speaking, preferred.
- Must be fingerprinted and cleared by the New York State Justice Center.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Behavioral Health Specialist**Job Location:** Manhattan**Posted:** 4/15/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Behavioral Health Specialist is an integral part of the multi-disciplinary Pathway Home at Community Access team. The role involves group and individual work to facilitate the transition of individuals from inpatient settings to the community by addressing their preparatory needs in the early stages of discharge planning and facilitating the development of skills and coping mechanisms, and connections to services and supports that forward personally meaningful and health-promoting goals. Under the direction of the Program Director, the Behavioral Health Specialist is a resource to other team members on issues related to mental health, substance use and other clinical concerns

Location : Manhattan

Job Type: Full Time

Salary: \$55k - \$60k

ESSENTIAL JOB FUNCTIONS

- Utilize a recovery-oriented, trauma-informed and harm reduction approach that promotes person-centeredness and self-determination.

- Provide ongoing assessment and services to participants to address health and wellness, housing, income support, education, vocational training, employment and social supports.

- Conduct informed and comprehensive psychosocial assessments to determine medical, psychiatric, housing and other social needs in the community, incorporating relevant historical and collateral information.

- Provide direct individual and group services including: service planning and coordination; support with obtaining housing; developing social connections; strengthening family and other natural supports; family conferences and psycho-education to support network members; developing living skills and obtaining necessary resources; entitlement and financial management; empowerment and self-help; wellness self-management with a focus on developing coping skills; short-term counseling; safety planning; travel training; and support with medications.

- 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.

- Assess and follow-through with housing needs; complete HRA 2010e, assist with housing applications, interview preparation, move in, resource acquisition, communication with providers, and clinical needs to retain housing.

- Accompany participants to initial behavioral health and medical appointments when available.

- Timely and accurate monitoring, evaluation and documentation of participant information in AWARDS and GSI.

- Provide 24 hour crisis intervention services on a rotating basis, including referrals to respite and other resources.

- 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.

- Master's degree or higher in Social Work, Mental Health Counseling, Nursing, or Psychology required.

- A minimum of 2 years' work experience with individuals with mental health concerns and other co-occurring conditions and experiences.

- Knowledge of NYC behavioral health, health home and community support programs and systems.

- Practice experience in harm reduction, person-centered, recovery and trauma-informed approaches.

- Effective team worker.

- Knowledge of crisis management techniques.

- Experience with group work.

- Excellent written, verbal and computational skills.

- Ability to work with stakeholders who may have competing or divergent priorities.

- 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.

- Bilingual Spanish-speaking, preferred.

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

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Program Director**Job Location:** Bronx**Posted:** 4/15/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

Job Description

The Program Director oversees all aspects of the supportive housing program, including staff development, program leadership, service provision, contract management, and facility management. The Program Director ensures that services are provided within the scope of the agency's mission and values, and are consistent with the needs and desires of individual participants. Additional tasks include ensuring that the program meets funder and agency standards for program census, staff recruitment, staff supervision, record keeping, establishing and maintaining an environment for tenants and staff that is consistent with agency values, collaborating with other departments and programs, and developing and maintaining relationships with community members and organizations.

Location: Morris Heights Neighborhood, Bronx

Salary: \$66,300

Essential Job Functions**Staff Development & Leadership**

Recruit, hire, and provide supervision and training to supportive housing staff to ensure that agency and department goals are communicated effectively, job performance is continuously evaluated and agency practice standards are being met.

Ensure staff maintain thorough and timely documentation of interactions with participants, services provided, collateral contacts, and important information and/or events.

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

Build strong working relationships and collaborate effectively with other CA programs and departments.

Provide employee corrective action when necessary, consistent with agency policies and procedures and in consultation with supervisor and human resources department.

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

Attend and contribute to agency-wide trainings, meetings, and committees.

Provide current information about program and building to Director of Housing and other agency management as appropriate

Cultivate relationships and maintain links to local resources, including the community board, police

precinct, hospitals, health and mental health clinics, and other relevant community based organizations.

Manage program development initiatives and quality improvement activities, with support from the

Director of Housing and relevant agency departments.

Service Provision

Model, teach, support and monitor the effective use of agency values and practice approach in the program culture and in the delivery of participant services.

Assist and supervise in the development and implementation of on-site wellness and skill development programs based on community feedback and needs.

Advocate for participants with other service providers, as needed.

Promote on-site participant initiatives and overall development of tenant community.

Provide service coordination to individuals, as needed.

Provide crisis intervention as needed.

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

Contract Management

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

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

Monitor contract budget and manage discretionary spending and overtime expenditures.

Facility Management

Coordinate with Property Management to ensure timely apartment turnovers.

Communicate effectively with Property Management and outside vendors around building systems, projects, work orders, and violations.

Ensure building is equipped with necessary supplies at all times.

Maintain current and accurate manuals, phone lists, and list of tenants needing assistance in an emergency at front desk on a monthly basis.

Provide twenty-four hour cell phone support for emergencies and front desk coverage.

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, with particular expertise in harm reduction and recovery oriented services.

Ability to train and support staff on the implementation of CA values and practice approach.

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

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

Minimum of two years supervisory experience.

Demonstrated leadership skills, ability to work as part of a team, and skill in articulating program goals.

Capacity to monitor details of program operation.

Excellent oral and written communication skills.

Strong time management and organizational skills.

Be creative and flexible.

Show initiative and be responsible for follow through.

Ability to maintain confidential information, as related to position.

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

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

Must be fingerprinted and cleared through CA's background clearance process.

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