



# CUCS JOBS JOURNAL

A PUBLICATION OF THE HOUSING RESOURCE CENTER

VOL.26, NO.15

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2021

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### CUCS JOBS JOURNAL

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

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

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

The next issue of the Jobs Journal will be published  
**August 2, 2021.**

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

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

## 15<sup>th</sup> Annual NYC Conference for Working Peer Specialists

Save the date for the upcoming two day online conference titled Brave New Worlds; Advancing Peer Support Through Technology. The conference will be held Thursday, July 22, 2021 9-2 p.m. and Thursday, July 29, 2021 9-2 p.m. There is no charge to attend the sessions.

Keynote speakers will include Peggy Swarbrick, PhD, FAOTA, the Wellness Support Director, Collaborative Programs of New Jersey and Jeffrey McQueen, MBA, LCDC, the Executive Director of Mental Health Association of Nassau County.

To reserve your spot for one or both days, you can click on the link: <https://www.eventbrite.com/o/33219613851>

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

#### Agency/Site Abbreviations

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

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

## The CUCS Jobs Journal

Monday, July 19, 2021

### HS Diploma/GED Required

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

**Site:** CUCS -- SHA

**Position:** Administrative Assistant 2

**Job Location:** Manhattan

**Posted:** 7/19/2021

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

#### Contact Info

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

#### Job Description

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

#### Description:

The Administrative Assistant supports Program Management and direct service staff, by carrying various administrative responsibilities critical to the successful functioning of the program.

#### Experience/Requirements

- HS Diploma or General Equivalency Diploma
- Plus 2 years experience working in the field
- Basic knowledge of computer hardware parts and software programs including Microsoft Office XP
- Excellent interpersonal skills
- Effective written and verbal communication skills
- Previous experience working with special needs population a plus
- Ability to multitask and work independently
- Bilingual Spanish/English preferred

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

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

**Site:** CUCS -- SHA

**Position:** Bilingual Case Manager

**Job Location:** Bronx

**Posted:** 4/26/2021

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

#### Contact Info

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

#### Job Description

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

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

#### Experience/Requirements

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

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

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

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

**Posted:** 7/6/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

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

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

## Experience/Requirements

- bilingual Spanish speaker
  - 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:** 7/6/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

The Betances Residence is a beautifully modern, newly constructed Breaking Ground building. Eight stories tall, it will feature 24-hour security, landscaped community garden, a green roof, computer room, bike storage, on-site laundry, and a fitness room.

The Case Manager is responsible for a caseload of 20-25 clients. The job comprises a full range of direct services to clients with particular emphasis on mental health, physical health and substance abuse services. Services may also include money management, coordination of care, medication management, on-going individual counseling, and complete documentation of these services. Additional responsibilities include involvement in evidence based practices such as Supported Employment and Motivational Interviewing. The Case Manager will participate and contribute to a program culture that is client-centered, outcome-oriented and dedicated to continuous quality improvement.

## Experience/Requirements

- High School Diploma or equivalent required plus 4 years relevant experience, Bachelor's degree preferred
  - For applicants without college degrees, every 30 credits can be substituted for 1 year of experience
  - Strong written and verbal communications skills
  - Strong word-processing skills, including extensive experience with MS Word
  - Experience with AWARDS, and bilingual a plus!
  - Experience working with older adults, supportive housing, nursing home, etc a plus!
- \*Please note that this position will begin in early August 2021.\*

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

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

**Posted:** 6/7/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

The Case Manager 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.

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

## Experience/Requirements

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

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

**Posted:** 5/24/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

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

## Experience/Requirements

Case Manager 1 – High School Diploma or equivalent and 2 years experience  
 Case Manager 2 – Bachelor's Degree or HS Diploma or equivalent and 4 years relevant experience.  
 Case Manager 3 - BSW and 1 year relevant experience (excluding fieldwork) or Bachelor's degree and 2 years relevant experience or HS diploma or equivalent and 6 years relevant experience.  
 For applicants without college degrees, every 30 credits can be substituted for 1 year of experience.  
 Bilingual English/Spanish a plus.  
 Strong written and verbal communications skills  
 Computer literacy required  
 To apply go to [www.cucs.org](http://www.cucs.org).

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

**Posted:** 5/24/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

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

THIS POSITION IS LOCATED IN THE TIMES SQUARE AREA OF MANHATTAN

## Experience/Requirements

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

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

Please be advised that you must upload your cover letter and resume in one document. Applicants will only be considered for positions they apply for.  
 CUCS is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind  
 To apply go to [www.cucs.org](http://www.cucs.org).

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

**Posted:** 6/21/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

The Park House and Webster Ave residences are new supportive housing sites in the Tremont section of the Bronx for low-income and formerly homeless families and individuals. Both buildings are new construction, developed on the same plot of land, and connected by an outdoor courtyard area. CUCS staff provide social services at both sites. The Webster houses 170 tenants and Park House houses 20 special needs tenants. Park House and Webster both opened in 2018.

## Responsibilities:

The Case Manager provides a range of clinical services to tenants to help them live full and satisfying lives in the community; helping their team and program to function well and meet their contractual obligations to various funding agencies. Services that the Case Manager will be expected to provide includes case management and clinical services, engagement, outreach, psycho-education, coordination of care, ongoing individual counseling, advocacy, medication assistance, as well as complete documentation of these services. The case manager will participate and contribute to a program culture that is client-centered, outcome-oriented, and dedicated to continuous quality improvement.

## Experience/Requirements

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

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

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

**Posted:** 5/10/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

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

## Experience/Requirements

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

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

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

**Posted:** 5/10/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

The Case Manager will be responsible for responding to 311 calls regarding street homeless individuals as well as engaging street homeless to find unique solutions to their immediate needs and paths to housing. The Case Manager will utilize a harm reduction approach emphasizing meeting clients "where they are at" without judgment or coercion. The Case Manager will work with a diverse range of clients including substance users, people with mental illnesses, and people involved with the criminal justice system. The Case Manager will work within an interdisciplinary team of Case Managers, Social Workers and Psychiatrists. Four overnight shifts a year are required to count homeless sleeping on the street. Four overnight shifts a year are required to count homeless people sleeping on the street.

## Experience/Requirements

- Must have valid driver's license.
- BA plus 2 years direct service experience with indicated populations, BSW and 1 year, or HS diploma and 6 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 without full degrees.
- Must be able to work effectively as part of a team.
- Relevant experience working with population served by the program preferred.
- Applicants who speak Spanish will be prioritized

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

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

**Posted:** 4/26/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

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

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

## Experience/Requirements

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

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

**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** Case Manager 2  
**Job Location:** Manhattan

**Posted:** 7/19/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

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

Due to the COVID pandemic we are temporarily working on a remote rotation schedule. 2 weeks on-site, 2 weeks remote. Candidates are expected to have remote work capabilities. We expect to return to full capacity in September 2021. The hours are currently 9-5 Mon-Fri but that is subject to change.

PPE is provided.

## Experience/Requirements

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

That have a Four-Year College degree

OR

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

Spanish speaking preferred.

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

**Posted:** 7/6/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

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

## Experience/Requirements

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

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

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

**Posted:** 5/24/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

The Center for Urban Community Services, (CUCS), is proud to announce that it will be opening a co-located Drop-in Center and Safe Haven in lower Manhattan in the Fall 2020. The program will provide case management and housing placement services to 70 to 90 people at the Drop-In Center and 24 people at the Safe Haven. For more information about the programs please see attached program announcement.

We are currently hiring for two evening Case Manager positions for the Drop-In Center. The shift is M-F 4:00pm-12:00am

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

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

## Experience/Requirements

- CM 1: High school diploma and 2 years experience
- CM 2: Bachelors degree or HS diploma or equivalent and 4 years of relevant work experience
- CM 3: BSW and 1 year relevant experience (excluding fieldwork) or Bachelors degree and 2 years relevant experience or HS diploma and 6 years relevant experience
- For applicants without college degrees, every 30 credits can be substituted for 1 year of experience
- Demonstrated ability to provide services to a specialized population, computer literacy and good written and verbal communication skills are required.
- Must be able to work effectively as part of a multidisciplinary team
- Bilingual English/Spanish preferred although not required

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

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

**Posted:** 6/21/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

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

The Office Manager is responsible for the effective operation of all administrative support services at the program. They will work closely with the Program Director to manage fiscal operations, inventory, vendor management, manage program and client funds and other administrative support services. The Office Manager interfaces with other agency departments to support the program's efforts to deliver effective client services.

The Office Manager must possess good knowledge of office procedures and the ability to identify and proactively address operational problems. The Office Manager is expected to exercise initiative and judgement and provide support and guidance to all administrative support staff.

The Office Manager will assist with the management of medical records, assisting with staff scheduling, participate in daily meetings. Additionally, the Office Manager will conduct other administrative duties including answering and screening phone calls, monitoring office equipment and requesting supplies. The Office Manager will be expected to contribute to a program culture that is person-centered, outcome-oriented, and committed to continuous quality improvement.

## Experience/Requirements

- High School Diploma or equivalent, Bachelor's degree preferred
- 3 years relevant experience
- Strong computer skills including extensive experience with MS office and other relevant software
- Excellent interpersonal and organizational skills
- Excellent written and verbal communications skills
- Ability to multi-task
- Supervisory experience preferred

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

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

**Posted:** 7/19/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

The Park House and Webster Ave residences are supportive housing sites in the Tremont section of the Bronx for low-income and formerly homeless families and individuals. Both buildings are new construction (opened in 2018), developed on the same plot of land, and connected by an outdoor courtyard area. CUCS staff provide social services at both sites. The Webster houses 170 tenants and Park House houses 20 special needs tenants. CUCS provides comprehensive on-site social services using a recovery orientation, which include evidence based practices with particular emphasis on mental health, chemical dependency and services to people living with HIV/AIDS.

### Responsibilities:

The Office Manager is responsible for ensuring the effective operation of all of the administrative support activities at a particular site or program unit. The Office Manager is expected to work closely with the Program Director and the management team to ensure that these activities effectively support the overall operation of the program. This individual must possess a good knowledge of office procedures and the ability to identify and address operational problems. The Office Manager is expected to exercise initiative and judgment and provide support and guidance to all staff. In addition, the Office Manager has the opportunity to assist with the development and provision of tenant services at both residences.

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

## Experience/Requirements

- High School Diploma or equivalent
- 3 years relevant experience
- Strong word-processing skills including extensive experience with MS Word
- Strong spreadsheet/Excel skills, database experience a plus
- Strong interpersonal and organizational skills, and the ability to multi-task
- Good written and verbal communications skills
- Experience working in supportive housing a plus!

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

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

**Posted:** 7/6/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

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

The Office Manager is responsible for ensuring the effective operation of all of the administrative support activities at the site. The Office Manager is expected to work closely with the Program Director to ensure that these activities effectively support the overall operation of the program. This individual must possess a good knowledge of office procedures and the ability to identify and address operational problems. The Office Manager is expected to exercise initiative and judgment and provide support and guidance to all administrative support staff.

## Experience/Requirements

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

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



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

**Posted:** 6/7/2021  
**Benefits:** Unknown  
**FT/PT:** PT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

The Office Manager is responsible for ensuring the effective operation of all of the administrative support activities at a particular site or program unit. The Office Manager is expected to work closely with the Program Director and the Assistant Program Director to ensure that these activities effectively support the overall operation of the program. This individual must possess a good knowledge of office procedures and the ability to identify and address operational problems. The Office Manager is expected to exercise initiative and judgment and provide support and guidance to all staff.

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

## Experience/Requirements

- High School Diploma or equivalent required, Bachelor's degree preferred
- 3 years relevant experience
- Strong word-processing skills, including extensive experience with MS Word
- Strong spreadsheet skills, database experience a plus
- Strong interpersonal and organizational skills, and the ability to multi-task
- Good written and verbal communications skills
- Experience working with older adults, supportive housing, nursing home, etc a plus!

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

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

**Posted:** 6/7/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

The Center for Urban Community Services, (CUCS), is proud to announce that it will be opening a co-located Drop-in Center and Safe Haven in lower Manhattan in the Fall of 2020. The program will provide case management and housing placement services to 70 to 90 people at the Drop-In Center and 24 people at the Safe Haven. For more information about the programs please see attached program announcement.

We are currently hiring for three overnight Case Manager positions for the Drop-In Center. The shift is M-F 12:00am-8:00am.

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

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

## Experience/Requirements

CM 1: High school diploma and 2 years experience  
 CM 2: Bachelors degree or HS diploma or equivalent and 4 years of relevant work experience  
 CM 3: BSW and 1 year relevant experience (excluding fieldwork) or Bachelors degree and 2 years relevant experience or HS diploma and 6 years relevant experience  
 For applicants without college degrees, every 30 credits can be substituted for 1 year of experience  
 Demonstrated ability to provide services to a specialized population, computer literacy and good written and verbal communication skills are required.  
 Must be able to work effectively as part of a multidisciplinary team  
 Bilingual English/Spanish preferred although not required

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

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

**Posted:** 7/6/2021  
**Benefits:** Unknown  
**FT/PT:** PT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

The Center for Urban Community Services (CUCS) seeks a bilingual Overnight Per Diem 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.

**Hours:**  
 Overnight shifts required  
 12am-8am, including weekdays  
 roughly 14 to 21 hours per week

Some of the responsibilities of the Per Diem Case Manager shift:

Fostering seamless service provision across shifts.

1. Knowing and being able to communicate with clients about the program's mission, structure, and approach to treatment.

2. Providing and documenting relevant information about a client to their workers and other program staff.

3. Knowing program rules and reporting on rule violations.

4. Providing medication monitoring during assigned shifts.

Ensuring that clients are safe and comfortable.

1. Responding to crises.

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

3. Providing and supporting opportunities for therapeutic recreation and socialization.

1. Proactively working to engage clients in the program.

2. Facilitating positive group activities.

## Experience/Requirements

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

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

**Posted:** 6/7/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiative for homeless people, invites applications for 3 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 engaging in the services they need.

The Peer Specialist will have first-hand experience that they can draw on to relate to participants in the IMT program. This includes lived experience utilizing the mental health, behavioral health, criminal justice, substance use or homelessness service systems. They will have a willingness to share personal, practical experience, knowledge, and first-hand insight to benefit program enrollees. The Peer Specialist will be responsible for building 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 these service systems. Additionally, they 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.

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

## Experience/Requirements

Provisional or Professional Peer Specialist certification preferred.

Lived experience with and an ability to navigate service systems.

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

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

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

Bilingual Spanish/English preferred

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

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

**Posted:** 7/6/2021  
**Benefits:** Unknown  
**FT/PT:** PT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

### Contact Info

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

### Job Description

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

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

### Experience/Requirements

Bachelor's Degree or HS Diploma and 4 years relevant experience. Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas  
 Good verbal and written communication skills  
 Computer literacy  
 Bilingual Spanish/English preferred  
 To apply go to [www.cucs.org](http://www.cucs.org).

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

**Posted:** 7/6/2021  
**Benefits:** Unknown  
**FT/PT:** PT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

### Contact Info

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

### Job Description

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.

### Experience/Requirements

High School Diploma or equivalent  
 At least one year related experience working in housing and/ or with special populations including individuals with mental illness, substance abuse disorders or history of homelessness  
 Good verbal and written communications skills.  
 Computer literacy.  
 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. Please note this position may start working remotely on Saturdays only but will be transitioning back to onsite work soon.

Friday arrival time can be negotiated for otherwise strong candidates.

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

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

**Posted:** 4/26/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

The Center for Urban Community Services, (CUCS), is proud to announce that it will be opening a co-located Drop-in Center and Safe Haven in lower Manhattan in Fall 2020. The program will provide case management and housing placement services to 70 to 90 people at the Drop-In Center and 24 people at the Safe Haven. For more information about the programs please see attached program announcement.

We are currently hiring Overnight Safety Specialists for both the Drop In Center and the Safe Haven. These are 24 hour programs and the Safety Specialist shift is Sunday through Thursday 12 midnight-8AM.

### Responsibilities:

#### Security:

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

#### Client engagement:

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

## Experience/Requirements

### Experience and Education Required:

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

### Certification/Licensure:

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

### Physical Requirements:

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

### Other:

Preferred candidates will demonstrate an ability to contribute to a program culture that is welcoming of all participants, team driven, culturally sensitive and outcome oriented.

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Safety Specialist**Job Location:** Manhattan**Posted:** 7/19/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

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

**Job Description**

HTS' Kelly Safe Haven is a 60- bed residence. It provides chronically street homeless individuals with mental illness and/or substance abuse assistance in obtaining and maintaining permanent housing. The Housing First/Harm Reduction Model is used to engage people who otherwise may not accept services. A multidisciplinary staff works collaboratively with the residents on their recovery, and housing goals. Staff receive extensive training in Evidence Based Practices including Motivational Interviewing, Wellness Self-Management and Behavioral Treatment Interventions for substance abuse.

The program is seeking candidates with open availability across all shifts including weekends and holidays.

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

The Safety Specialist is responsible for ensuring the overall security of the site, staff and clients by performing the following duties:

**Security Activities**

- Access control
- Monitor facility using electronic security systems
- Respond to fires and fire alarms
- Respond to unauthorized entries or exits
- Review security camera footage as needed
- Conduct foot patrols; check egresses; ensure roof, doors, windows and inventory are secure
- Proactively intervene in client conflicts using verbal de-escalation skills
- Use physical restraint as directed by clinical staff
- Report and document incidents as required

**Client-related Activities**

- Proactively outreach and engage residents
- Provide supplies to clients on intake and as needed
- Document client and program information in program log, CAREs database and participants record
- Participate in maintaining a therapeutic environment by communication and collaboration with other staff

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

- High School Diploma or equivalent
- 2 years related experience
- Good interpersonal, engagement and organizational skills
- Good written and verbal communications skills
- Ability to work in a fast paced environment, maintain composure in stressful situations, and work closely with a clinical team

**Education and Experience Preferred**

- Bilingual English/Spanish
- Experience in homelessness or mental health

**Certification/Licensure****Required within 3 months of hire:**

- NYS Security Guard License
- First Aide/CPR certificate
- New York Fire Department Certificate of fitness as fire guard or fire coordinator

**Physical Requirements:**

- Ability to stand, walk and sit for long periods of time
- Ability to lift 50 lbs. Ability to travel within the community in all types of weather, including inclement weather.

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

**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** Security Guard  
**Job Location:** Manhattan

**Posted:** 7/19/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

We are currently hiring Overnight Safety Specialists for both the Drop In Center and the Safe Haven. These are 24 hour programs and the Safety Specialist shift is

Thursday-Monday 8a-4p  
 Tuesday-Saturday: 4p-12a  
 Thursday-Monday: 4p-12a  
 Sunday-Thursday: 12a-8a  
 Thursday-Monday: 12a-8a

### Responsibilities:

#### Security:

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

#### Client engagement:

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

## Experience/Requirements

### Experience and Education Required:

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

### Certification/Licensure:

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

### Physical Requirements:

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

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Security Guard**Job Location:** Manhattan**Posted:** 5/24/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

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

**Job Description**

We are currently hiring Overnight Safety Specialists for both the Drop In Center and the Safe Haven. These are 24 hour programs and the Safety Specialist shift is Sunday through Thursday 12 midnight-8AM.  
Day shift 8a-4p Thursday through Monday

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

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

**Client engagement:**

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

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

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

**Certification/Licensure:**

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

**Physical Requirements:**

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

**Other:**

Preferred candidates will demonstrate an ability to contribute to a program culture that is welcoming of all participants, team driven, culturally sensitive and outcome oriented.

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Asst. Building Oper. Manager**Job Location:** Citywide**Posted:** 5/24/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

Under the supervision of the Building Operations Manager, the Assistant Building Operations Manager assists with the management of the maintenance operations for all residential buildings that CA owns or controls. The Assistant Building Operations Manager ensures that all agency properties are being maintained at their optimal level, and that residents and staff are provided with a clean, safe living/working environment that meets the agency's objectives. The Assistant Building Operations Manager also ensures that agency properties comply with all building codes, licensures, certifying body physical plant requirements, and agency policies and procedures.

Position Location: New York, New York

Position Status: Full Time

Hourly Rate: \$40,000 - \$50,000 / based on experience

**Essential Job Function:**

- Provide clean, safe, compliant living/working environment for residents and staff
- Conduct weekly scheduled and unscheduled building inspections for assigned properties
- Monitor work orders overseeing the work of the building superintendent
- Inspect all vacant apartments weekly and conduct bi-annual apartment inspections.
- Conduct move-in & move-out inspections
- Track building inventory

**Experience/Requirements****Education Requirements:**

- Minimum of high school diploma or equivalent (GED)

**Position Qualifications:**

- A minimum of 2 years' experience in real estate, residential property management or facility management preferred.
- Knowledge of procedures and policies for residential property / facility management preferred.
- Strong computer skills (Microsoft Word and Excel)
- Ability to work and communicate effectively with peers and executive staff.
- Ability to work effectively with tenants and community representatives.
- Ability to manage multiple projects.
- Ability to maintain confidential information, as related to position.
- Strong organizational, time-management with attention to detail.
- Strong interpersonal and problem-solving skills
- Bilingual Spanish-speaking, a plus.
- Valid driver's license with clean driving record.
- Understanding, appreciation, and commitment to the philosophy and mission of Community Access

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



**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Front Desk Receptionist**Job Location:** Manhattan**Posted:** 5/24/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

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

Position Type: Front Desk

Position Location: Lower Manhattan, New York

Pay Rate: \$15.00 / Hour

**Essential Job Functions**

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

Monitor the safety and security of building and its tenants and report any problems or needs.

Monitor and ensure consistent and proper application of agency's visitor identification policy.

Monitor and report to program staff any problems caused by tenants who do not observe house rules.

Observe and, using the desk log, record conditions including potential problems in the building every two hours during the shift or more often if conditions require.

Answer phones, take messages, and provide routine information about Community Access and the Supportive Housing Program.

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

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

**Experience/Requirements****Position Qualifications**

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

Commitment to recovery-oriented practice.

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

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

Strong organizational skills.

Previous experience in customer service, preferred.

Be creative and flexible.

Ability to work independently and as part of a team.

Ability to maintain confidential information, as related to position.

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

**Education Qualifications**

Minimum of a high school diploma or equivalent (GED)

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Housing Counselor**Job Location:** Bronx**Posted:** 5/10/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

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

The Vyse Avenue Building is a licensed Single Room Occupancy / Community Residence providing supportive housing to 64 individuals with psychiatric disabilities.

The focus of the work is to help people regain basic skills such as negotiating the public transportation system, cooking, shopping, maintaining personal space and hygiene, budgeting and organizing their time around activities they enjoy, and help them adjust to a community setting.

**Position Overview:**

The Housing Counselor has the primary objective to oversee the supervised community residence in seven areas:

- Physical plant safety and security
- Meal preparation and coordination
- Medication monitoring
- House management
- ADL training and coaching
- Socialization events

**Position Location:** Vyse Avenue (Bronx)**Position Status:** Full Time- Evening/Overnight**There are two available shifts:****Monday-Friday:** 4pm-12am**Saturday, Sunday, Monday, Tuesday, Wednesday:** 11:59pm-8am**Hourly Rate:** \$16.32/hour**Essential Job Function:**

Provide accurate documentation of activity in the building

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

Provide crisis management

Monitor the safety and security of the building

Complete incident reports according to agency guidelines

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

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 assisting residents to develop necessary skills.

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

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

Provide coaching and follow up to foster self-medication skills

Serve as a liaison for all residents and their pharmacy

Observe and assist residents in packaging their medications

Perform room checks and 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.

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

Run recreation groups, as needed

**Experience/Requirements****Education Requirements:**

Minimum of high school diploma or equivalent (GED)

**Position Qualifications:**

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

Excellent oral and written communication skills

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

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

Maintain confidentiality of information, as related to position

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

Get fingerprinted and cleared by the New York State Justice Center

Ability to work independently and as part of a team

Ability to maintain confidential information

Ability to work independently

Ability to lift 40 lbs.

Ability to walk up several flights of stairs

Ability to work in the field (using public transportation)

Be creative and flexible

Can provide holiday, evening and weekend coverage, as necessary

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Maintenance Mechanic - TAP**Job Location:** Brooklyn**Posted:** 5/24/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

The maintenance staff is responsible for supporting Community Access' vision, mission and values by delivering excellent customer service in meeting the maintenance needs of the organization, working closely with all levels of staff to address and respond to their needs in a professional and timely manner.

Position Location: Dekalb Avenue (Bronx)

Position Status: Full Time

Hourly Rate: \$15.00/hour

**Essential Job Function:**

- Process and complete repair requests generated from the work order system.
- Make routine repairs to rooms and facilities as needed and directed.
- Monitor and inspect equipment daily.
- Maintain shop, work areas, tools and supply inventories in good order.
- Identify and report problem areas throughout room and facilities.
- Assist with resident moves, as directed.
- Provide rotating coverage for designated sites, as needed/directed.
- Assist with preparing rooms for new occupancy, to include general cleaning, repairs and painting.
- Assist with agency-wide inventory of equipment and supplies.
- Cleans all public/common areas of building and offices daily.
- Performs routine sweeping, mopping and buffing of floors.
- Cleans all stairwells and elevators daily.
- Collects and empties trash daily.
- Cleans all common and office bathrooms and replenishes bathroom supplies daily.
- Performs snow removal as needed.
- Assists with maintaining gardens as directed.
- Ensures perimeters of building (sidewalks and curbs) are free of debris daily.
- Keep supervisor informed of the day-to-day activities and significant conditions that may impact upon apartment and agency operations and goals.
- 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.

**Experience/Requirements****Education Requirements:**

- Minimum of high school diploma or equivalent (GED)

**Position Qualifications:**

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

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Peer Outreach Worker**Job Location:** Citywide**Posted:** 5/10/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

The Peer Outreach Worker is a person with lived experience of a mental health condition and homelessness who has a willingness to share personal and practical experience, knowledge, and first-hand insight to support and benefit PH-MTA participants. The Peer Outreach Worker uses peer support to engage participants, foster personal connections and build trust. While promoting self-determination and hope, peer services include wellness education, skill building opportunities, navigating service systems, and identifying and engaging in community-based resources including housing and health care services.

**Essential Job Functions**

- Utilize a recovery-oriented, trauma-informed and harm reduction approach that promotes person-centeredness and self-determination.
- Engage participants where they are located (hospital units, subway hubs, street dwelling or shelters), collaborating in transition planning and connection of community-transition supports.
- Establish collaborative working relationships with all entities involved in participants lives; this may include subway-hub personnel, inpatient treatment teams, community providers, and other partners working with the program participants.
- Participate in the development and implementation of a person-centered plan and modify plan according to needs and preferences.
- Provide direct services to participants in the community, including developing social connections; strengthening family and natural supports; developing living skills (including travel training) and obtaining necessary resources; empowerment and self-help; wellness self-management with a focus on coping skills; safety planning.
- 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 and maintain cooperative and collaborative relationships with community providers and network members to facilitate connections or re-connections to needed services and supports.
- Model and assist with developing self-advocacy skills including organization, time management, and communication skills to promote the attainment of personal needs and connections with community providers and supports.
- Advocate with and for program participants to achieve personal goals and address barriers such as fear, stigma and communication disparities with community providers and supports.
- Foster relationships with peer advocacy and self-help entities.
- 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.
- Timely and accurate completion of all documentation as required in programs EMRs.
- Attend and participate in supervision, team meetings and training as expected.

This position requires travel throughout the five boroughs of New York City using public transportation.

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, with homelessness preferred.
- New York State Certified Peer Specialist required.
- Minimum of high school diploma or equivalent.
- Experience working with adults who have needs in the areas of mental health, substance use, trauma, homelessness and criminal-justice involvement.
- Experience working with street outreach mobile teams, preferred.
- Minimum of two years' work experience paid or volunteer, in a behavioral health or peer-oriented initiative required, experience working with street outreach mobile teams preferred.
- Must be able to work in the community, including use of public transportation, and in areas where persons may congregate.
- 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 adjusting to programs and participants 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.

Apply Now

Legal First Name\*

Legal Last Name\*

Email\*

Phone\*

Attach Resume\*

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

**Agency:** Community Access -- SSA  
**Site:** Community Access -- SSA  
**Position:** Senior Service Coordinator  
**Job Location:** Bronx

**Posted:** 7/19/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

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

### Job Description

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

Position Location: Vyse Avenue  
 Position Status: Full Time  
 Salary: \$22.06/hour

### Primary Job Functions:

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

Provide recovery-oriented support services and outreach to assigned program participants.  
 Assist Program Manager in monitoring program records to meet program and contractual standards.  
 Assist Program Manager in maintaining inventory of program supplies.  
 Provide back-up to Program Manager when he or she is off site.  
 Guiding staff with dealing with issues consistent with the direction of Program Manager.  
 Assist Program Manager in coordinating intake and maintaining a full program census.  
 Develop and assist in implementing service plans determined by goals of program participants, including:  
 Reviewing service plans with program participants, Identifying progress Revising plans as needed. for all participants.  
 Produce and maintain thorough, accurate and timely documentation in service records.  
 Assist program participants by providing education of, advocacy for and monitoring of delivery of care from external service providers, including educating providers on special issues, etc.  
 Assist program participants in maintaining apartment free from unsanitary conditions and safety hazards, utilizing individualized strategies, e.g. teaching, feedback, demonstration and other forms of hands-on interventions, as needed.  
 Utilize harm reduction strategies when working with individuals experiencing drug and/or alcohol related challenges.  
 Perform other duties as assigned.

### Experience/Requirements

#### Education Requirements:

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

#### Job Qualifications

Be skilled in conflict mediation/negotiation and have an assertive approach to problem solving.  
 Demonstrated leadership skills and ability to work as part of a team.  
 Excellent oral and written communication skills.  
 Must be cleared through CA Background check process (Justice Center, OCFS, etc.)  
 Ability to utilize various computer programs, specifically Microsoft Word and Excel.  
 Be creative and flexible.  
 Ability to maintain confidential information, as related to position.  
 Provide holiday, evening, and weekend coverage, as necessary.

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

## BA/BS Required

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

**Posted:** 7/6/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

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

### Job Description

The Center for Urban Community Services (CUCS) seeks a 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, medication monitoring 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.

Please note that our program has temporarily relocated to the Sunset Park area of Brooklyn as part of the city's efforts to decrease the density in congregate shelter settings.

The Case Manager 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. The position requires field work. The Case Manager is responsible for escorting clients to appointments as necessary.

### Experience/Requirements

Case Manager 2  
 Bachelor's Degree

Case Manager 3  
 Bachelor's Degree and 2 years relevant experience  
 or  
 BSW and 1 year relevant experience

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Brooklyn**Posted:** 4/26/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

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

**Job Description**

The Center for Urban Community Services (CUCS) seeks a 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, medication monitoring 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.

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**Experience/Requirements**

Case Manager 2  
 Bachelor's Degree

Case Manager 3  
 Bachelor's Degree and 2 years relevant experience  
 or  
 BSW and 1 year relevant experience  
 To apply go to [www.cucs.org](http://www.cucs.org).

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager (IMT)**Job Location:** Manhattan**Posted:** 7/19/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

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

**Job Description**

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

- Screening and assessing (including for risk) participants, families and /or significant others involved with the consumer to develop a person-centered treatment plan.
- Screening and assessing participants for the treatment of co-occurring substance use disorders including through involvement in an interdisciplinary assessment.
- Advocating and liaising for recipients within the criminal justice and shelter system.
- Assisting program participants in securing medical care, entitlement and other community supports that promote integrated physical and mental health, safety, wellbeing and recovery.
- Providing or connecting participants with employment counseling, vocational rehabilitation, completion of housing applications and placement, and provision of life skills training.
- Providing individual counseling that includes principles of Integrated Dual Disorder Treatment as appropriate.

**Experience/Requirements**

- A bachelor's degree in social work, psychology, mental health counseling, criminal justice, or other health and human services related field is required per funding guidelines.
- Experience working with people with histories of substance abuse, mental illness, and trauma strongly preferred
  - This person must possess strong assessment, written and verbal communication skills, and computer literacy.
  - Bilingual Spanish/English preferred

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

**Posted:** 5/10/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

The Family Services Coordinator will:

Help parents and children to take full advantage of the resources in the community. Be knowledgeable and stay up to date about local and city resources available to families. Proactively engage families in accessing and navigating services that may benefit them. Help families obtain the best outcomes and work optimally with outside agencies (for example, ACS, Department of Education, etc).

Help parents support their children's success in education by assisting in engaging the education system, including assistance with enrollment, communicating with school administration and counselors, assistance in navigating special education protocol. Conduct outreach and liaison with local schools, community-based organizations, and government systems.

Provide parenting education, support groups, and events/activities for children and families in collaboration with Activity Specialist.

Work on an interdisciplinary team serving families residing in supportive housing. Work collaboratively with direct care staff to assess family needs and link them to appropriate resources in the community. Regularly assess the needs of families to determine service gaps. Provide support and feedback around family needs/services.

Provide training to staff on family systems theory and program policy. Create and maintain tracking measures for family progress.

Manage special projects related to services to families, such as scholarship programs, volunteer programs, professional development to staff, etc. This position may involve the supervision of staff.

## Experience/Requirements

The Family Services Coordinator must have experience navigating child-serving and family-serving systems.

Demonstrated ability to serve a special needs population such as the homeless and/or mentally ill.

Demonstrated ability to work with school aged children.

Good verbal and written communication skills

Computer literacy

Bilingual Spanish/English preferred

Bachelors Degree or a minimum of 6 years of experience in a K-12 educational setting required.

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

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

**Posted:** 6/21/2021  
**Benefits:** Unknown  
**FT/PT:** FT  
**Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

## Contact Info

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

## Job Description

The Intake and Group Services Case Manager is primarily responsible for client intake at Delta Manor. This includes screening applications for eligibility, conducting interviews, making enrollment decisions in consultation with site management, and introducing applicants to the services offered at the program. The position is responsible for ensuring vacancies are filled in a timely manner by conducting outreach and intake interviews, and managing relationships with referrals sources and DHS as appropriate to the position.

The Intake and Group Services Case Manager also oversees the Group Services and Activities program, including providing group services, developing groups, classes and activities, and ensuring that evidence based practices adhere to fidelity standards.

The Intake and Group Services Case Manager may be assigned additional responsibilities.

## Experience/Requirements

Case Manager 2

Bachelor's Degree required

Case Manager 3

2 years as CM 2

or

Bachelor's Degree and 2 years relevant experience

or

BSW and 1 year relevant experience

Case Manager 4

3 years as CM 3

· Appropriate verbal and written communication skills

· Computer literacy

· Bilingual Spanish/English preferred

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Human Resources Generalist**Job Location:** Manhattan**Posted:** 7/19/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

Program/Department Description:

The human resources department is responsible for supporting Community Access' vision, mission and values by delivering excellent customer service in meeting the staffing, compensation, benefits and employee relations needs of the organization. The department works closely with all levels of staff to address and respond to their needs in a professional, trustworthy and timely manner.

**Position Overview**

The Human Resources Generalists will work with the Human Resources Manager and Chief of People to maintain the day-to-day operations of the human resources department.

**The Ideal Candidate:**

- Thrives in a diverse, fast-paced environment and is exceptionally responsive
- Demonstrate strong follow-through and dedication to excellence
- Has a professional attitude with a flexible approach and a strong desire to help others

**Core Principles**

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

- Respectful communication
- Professionalism
- Flexibility
- Responsiveness

**Position Type:** Full Time**Position Location:** 17 Battery Place New York, New York**Salary:** \$23.00/hour**Apply Here:** <https://bit.ly/CAHRGeneralist>**Essential Job Functions**

Participate in the processing of bi-weekly payroll, including but not limited to: timesheet review and approvals, processing of new hires/terminations, salary adjustments, and related activities, for assigned organization/departments.

Process and monitor all leaves of absences (Long and Short-term Disability, FMLA, Workers Compensation).

Administer health and welfare plans, in collaboration with HR Director, including enrollments, changes and terminations, and address and benefit-related inquiries for all field staff.

Coordinate leave

Work with Director of Human Resources, managers and line staff on disciplinary issues, as needed.

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

Coordinate leave request and claims administration including Long and Short-term disability, FMLA, Workers compensation, PFL

Coordinate authorization and logins for new hires and terminations with IT Department.

Work under the direction of the Chief People Officer with Performance Management function, including overseeing the annual evaluation process, drafting and issuing corrective actions and exit interviews.

Assist HR team with the development and roll-out of training programs for all levels of staff in response to identified needs.

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

Produce relevant metrics for assigned organization/department

Host monthly in-field days assigned department divisions.

Share responsibility in maintaining all personnel files, and relevant HR databases, including but not limited to employment clearances, internal databases, etc.

Handle request for information as they relate to audits and surveys or other internal/external request

Provide professional support on recruitment, in collaboration with the Recruiter and HR Team, to line and departmental managers to ensure that CA recruitment process follows best practices recruitment and selection and maintains applicable compliance with all related state and federal laws, regulations and policies.

Administer the onboarding process, for assigned departments, including but not limited to

Oversee the processing of all employment paperwork to include applicable background screening and pre-employment testing.

Plan and facilitate new hire orientation program and on-boarding activities to assure a smooth transition to the organization.

Present various new hire orientation program topics (e.g. benefits, HR policies)

Participate in HR special projects

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

Attend and participate in supervision, trainings, as required.

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

**Experience/Requirements**

Minimum 3-5 years of experience in Human Resources, preferred

Ability to prioritize and meet deadlines

Advanced analytical aptitude

Excellent oral and written communication skills

Creative and flexible

Ability to utilize various computer programs, specifically Microsoft Word, Excel, PowerPoint, Outlook, Google Drive

Innovative forward thinker

Ability to maintain confidential information, as related to position

Ability to work independently and as part of a team

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

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



**MA-MSW-CSW Required**

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

**Posted:** 7/6/2021 **FT/PT:** PT  
**Benefits:** Unknown **Hrs/Week:**

**Contact Info**

**Position:** Per Diem Social Worker

**Salary:**  
**Pay/Hr:**

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

**Job Location:** Manhattan

**Job Description**

Work in tandem with scheduled per diem case manager 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 social worker will supervise the Friday evening and Saturday program, in coordination with on-call staff as needed.

**Experience/Requirements**

MSW, LMSW or LCSW preferred  
 Related experience working in housing and/ or with special populations including individuals with mental illness, substance abuse disorders or history of homelessness.  
 Good verbal and written communications skills.  
 Computer literacy.  
 Leadership/supervisory experience preferred.  
 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. Please note this position may start working remotely on Saturdays only but will be transitioning back to onsite work soon.

Friday arrival time can be negotiated for otherwise strong candidates.  
 To apply go to [www.cucs.org](http://www.cucs.org).

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

**Posted:** 5/10/2021 **FT/PT:** PT  
**Benefits:** Unknown **Hrs/Week:**

**Contact Info**

**Position:** Per Diem Social Worker

**Salary:**  
**Pay/Hr:**

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

**Job Location:** Bronx

**Job Description**

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. The Per Diem Social Worker will supervise the Friday evening, Saturday and Sunday program, alternating weeks (every other week).

The hours are:

Friday 4:30pm-8pm

Saturday: 10am-3pm

Sunday 10am-3pm

Responsibilities include provision of clinical services, outreach, crisis intervention, documentation of services, and supervision of case manager.

**Experience/Requirements**

MSW, LMSW preferred  
 Minimum of 2 years post-master's experience with related populations, preferred. Candidates with extensive pre-master's experience will be considered.  
 Related experience working with mentally ill, HIV positive, or homeless individuals is strongly preferred  
 Computer literacy required.  
 Supervisory experience  
 Bilingual Spanish/English preferred.  
 Ability to work as part of an interdisciplinary and multicultural team

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