



# CUCS JOBS JOURNAL

A PUBLICATION OF THE HOUSING RESOURCE CENTER

VOL.26, NO.17

MONDAY, AUGUST 16<sup>TH</sup>

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 30, 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/>.

## Housing Consultant Position Available With Housing Resource Center

The HRC Housing Consultant collaborates with social service agencies to provide referral and technical assistance on Single Point of Access (SPOA) Housing and NY/NY I & II housing applications. Housing Consultants also assist individuals living with mental illness and their advocates on understanding NYC housing options and navigating the HRA 2010e application process. This is an administrative position with a high volume of consultation calls and emails. Other responsibilities include delivering training to staff from agencies throughout NYC, resource development, maintenance of the HRC housing provider database, and advocacy.

### Requirements

- High school diploma with six years relevant work experience, or Bachelor's degree with two years relevant work experience in related field
- Experience with mental health supportive housing and the HRA 2010e application process required
- Significant and considerable knowledge and experience with NYC community mental health services preferred
- Strong clinical, administrative, organizational, and interpersonal skills
- Good computer literacy skills; adept at learning new systems
- Ability to effectively manage competing priorities effectively
- English/Spanish bilingual preferred

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

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, August 16, 2021**

**Employment Training Program**

**Agency:** Community Access -- SSA

**Site:** Community Access -- SSA

**Position:** IMT Peer Specialist

**Job Location:** Bronx

**Posted:** 8/2/2021

**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 Specialist is an integral part of a multi-disciplinary team of mental health clinicians. The Peer Specialist is a resource to participants and other team members in issues related integrating wellness goals. The Specialist is a person with the lived experience of a mental health condition who has a willingness to share personal and practical experience, knowledge, and first-hand insight to benefit IMT program participants; recovery experience related to substance use services or criminal justice system preferred. The Peer Specialist engages and builds trusting relationships with program participants and their networks to support the person's recovery.

Position Location: 3251 3rd Avenue, Bronx

Position Status: Full Time

Salary: \$45,000/year

Essential Job Functions:

Peer Specialist activities:

- Screen and assess participants to develop a person-centered treatment plan.
- Identify participant treatment and support service needs and associated service plan objectives based on participant goals assessment results, including risk associated with harmful behaviors.
- Advocate for and liaise with participants within the criminal justice, shelter system, hospitals, and outpatient services.
- Provide or connect participants with employment counseling, vocational rehabilitation, completion of housing applications and placement, and provision of life skills training.
- Assist participants with navigating service systems, including behavioral and medical health, criminal justice, shelter system, entitlements and transportation.
- Educate participants about self-help techniques, processes and community options.
- Teach coping strategies based on personal experience.
- Assist participants with acquiring symptom management skills.
- Assist in identifying and clarifying rehabilitation and recovery goals.
- Assist in the development of community support systems and networks.
- Consistently practice according to the principles of recovery-oriented and trauma-informed service delivery
- Provide harm reduction services, integrated substance use treatment and relapse prevention.

**Experience/Requirements**

Education Qualifications;

New York Certified Peer Specialist (NYCPS)

Position Qualifications:

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

Minimum of two (2) years' experience working with individuals with a mental health condition, substance use disorder, and / or history of trauma.

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

**HS Diploma/GED Required**

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

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

**Contact Info**

**Position:** Administrative Assistant 2

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

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

**Job Location:** Manhattan

**Job Description**

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

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

**Contact Info**

**Position:** Bilingual Case Manager

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

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

**Job Location:** Bronx

**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

**Posted:** 8/2/2021 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**

**Contact Info**

**Position:** Case Manager

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

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

**Job Location:** Manhattan

**Job Description**

We are currently hiring for one Case Manager position for the Drop In Center. The shift is M-F 9am-5pm.

The Case manager is responsible for working with an assigned group of clients 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.

**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

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 **FT/PT:** FT  
**Benefits:** Unknown **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:** Brooklyn

**Posted:** 6/7/2021 **FT/PT:** FT  
**Benefits:** Unknown **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:** Bronx

**Posted:** 7/6/2021 **FT/PT:** FT  
**Benefits:** Unknown **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:** Manhattan

**Posted:** 5/24/2021 **FT/PT:** FT  
**Benefits:** Unknown **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:** Bronx

**Posted:** 8/2/2021 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

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

**Job Description**

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

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

The Case Manager serves on a team and is responsible for actively engaging in the program as a learner, culture-creator, and leader. The Case Manager will participate and contribute to a program culture that is client-centered, outcome-oriented and dedicated to continuous quality improvement.

**Experience/Requirements**

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

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

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

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

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

**Posted:** 5/24/2021 **FT/PT:** FT  
**Benefits:** Unknown **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:** 8/2/2021 **FT/PT:** FT  
**Benefits:** Unknown **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 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**

- Experience and Education Required:
- 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!

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:** 8/16/2021 **FT/PT:** FT  
**Benefits:** Unknown **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

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 **FT/PT:** FT  
**Benefits:** Unknown **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 **FT/PT:** FT  
**Benefits:** Unknown **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 **FT/PT:** FT  
**Benefits:** Unknown **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).

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

**Posted:** 8/16/2021 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

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

**Job Description**

The HRC Housing Consultant collaborates with social service agencies to provide referral and technical assistance on Single Point of Access (SPOA) Housing and NY/NY I & II housing applications. Housing Consultants also assist individuals living with mental illness and their advocates on understanding NYC housing options and navigating the HRA 2010e application process. This is an administrative position with a high volume of consultation calls and emails. Other responsibilities include delivering training to staff from agencies throughout NYC, resource development, maintenance of the HRC housing provider database, and advocacy.

**Experience/Requirements**

High school diploma with six years relevant work experience, or Bachelor's degree with two years relevant work experience in related field  
Experience with mental health supportive housing and the HRA 2010e application process required  
Significant and considerable knowledge and experience with NYC community mental health services preferred  
Strong clinical, administrative, organizational, and interpersonal skills  
Good computer literacy skills; adept at learning new systems/ technologies  
Ability to effectively manage competing priorities effectively  
Excellent verbal and written communication skills  
English/Spanish bilingual preferred

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

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

**Posted:** 6/21/2021 **FT/PT:** FT  
**Benefits:** Unknown **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:** 6/7/2021 **FT/PT:** PT  
**Benefits:** Unknown **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:** Office Manager  
**Job Location:** Bronx

**Posted:** 7/19/2021 **FT/PT:** FT  
**Benefits:** Unknown **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 **FT/PT:** FT  
**Benefits:** Unknown **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 - Part Time  
**Job Location:** Bronx

**Posted:** 8/2/2021  
**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**

PLEASE NOTE: This is a part-time position (14 hours per week)

Experience and Education Required:

- 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:** 8/2/2021  
**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 overnight Case Manager position at the CUCS' Harlem Transitional Services. It provides chronically street homeless individuals with mental illness and/or substance abuse assistance in obtaining and maintaining permanent housing. The Housing First/Harm Reduction Model is used to engage people who otherwise may not accept services. A multidisciplinary staff works collaboratively with the residents on their recovery, and housing goals. Staff receives extensive training in Evidence Based Practices including Motivational Interviewing, Wellness Self-Management and Behavioral Treatment Interventions for substance abuse. The Overnight Case Manager will work with the service team to support the program residents as they adjust to residing at the safe haven and work with the team through the housing placement process. This includes but is not limited to providing assistance with medication, intervening in crises, providing ADL assistance as needed, helping the program residents work towards psychiatric stability and coaching them on housing interviewing skills.

**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:** 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.
  - Proactively working to create and/or maintain an environment which is safe and comfortable.
- Providing and supporting opportunities for therapeutic recreation and socialization.
  1. Proactively working to engage clients in the program.
  2. Facilitating positive group activities.

**Experience/Requirements**

- 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](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:** 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**Posted:** 8/16/2021**FT/PT:** PT**Site:** CUCS -- SHA**Benefits:** Unknown**Hrs/Week:****Position:** Per Diem Safety Specialist**Salary:****Contact Info**Mail: CUCS  
198 East 121st St. 6th Fl.  
New York, NY 10035**Job Location:** Manhattan**Job Description**

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

**Security:**

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

**Client engagement:**

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

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

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

**Certification/Licensure:**

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

**Physical Requirements:**

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

**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:** 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:** 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 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)

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Urban Farm Associate**Job Location:** Bronx**Posted:** 8/16/2021**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

Maintain urban farm and all its ancillary components, in partnership with CA community, that feature a diversity of vegetables, fruits and herbs that are culturally and seasonally appropriate for the site community.

Provide technical assistance and train community members and CA staff in urban agriculture techniques in order to have successful self-sustaining production site.

Provide culturally intelligent programming that is responsive and supportive of participants' unique experiences and backgrounds.

Develop and maintain inventories and tracking resources to document farm production/output.

Excite and inspire tenants to engage in all activities of the farm.

Develop outreach and recruitment materials for distribution to staff and tenants with approval by CA administration.

Research and develop nutrition education and food resource guidance documents and lessons.

Think strategically about the implications of program changes, curriculum developments and new initiatives; provide evidence-based rationale for improvements and ideas.

Represent CA food projects to governmental agencies, community and the public when requested.

Perform other duties as assigned.

**Experience/Requirements**

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

Ability to work with diverse staff and community, and provide effective guidance to a multi-lingual and multi-ethnic population

A minimum of high school diploma or equivalent

One year technical training and one year work/internship in the areas of community gardening, urban agriculture, or food production

This position requires the physical ability to move/lift heavy objects, to kneel/sit/bend on the ground, and work outdoors in hot or cold weather

Ability to work independently and as part of a team

Excellent oral and written communication skills

Intermediate level of proficiency in Microsoft Excel, Word and PowerPoint

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

Bilingual Spanish-speaking, preferred

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:** Bronx

**Posted:** 8/2/2021 **FT/PT:** FT  
**Benefits:** Unknown **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 obtain housing; helping clients live full and satisfying lives in the community; help their team and program to function well and meet their contractual obligations including achieving contracted housing placement goals; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements.

**Experience/Requirements**

Case Manager 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 (IMT)  
**Job Location:** Manhattan

**Posted:** 8/16/2021 **FT/PT:** FT  
**Benefits:** Unknown **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, well-being 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  
 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 **FT/PT:** FT  
**Benefits:** Unknown **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:** Intake, Group Case Manager  
**Job Location:** Bronx

**Posted:** 6/21/2021 **FT/PT:** FT  
**Benefits:** Unknown **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:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** Tenant Services Coordinator  
**Job Location:** Brooklyn

**Posted:** 8/2/2021 **FT/PT:** PT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

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

**Job Description**

The Tenant Services Coordinator (Part-Time) is a paraprofessional position providing Social and Educational Activities at the Hegeman. The Tenant Services Coordinator (Part-Time) is responsible for working with both residents and staff to identify service delivery and program needs. The Tenant Services Coordinator (Part-Time) will co-facilitate tenant meetings and events, and will develop resources that will enhance residents' access to cultural and educational services and events in the community. In addition, the Tenant Services Coordinator (Part-Time) will have the responsibility of developing and coordinating program initiatives with Breaking Ground (the partner agency).

The position requires a good understanding of residential housing and familiarity with the operations of the CUCS and Breaking Ground partnership. Strong organizational, verbal and written communication skills are essential as is the ability to interface effectively and efficiently with colleagues and tenants.

Schedule: This position is 3 days per week/7 hours each day, with requested flexibility given the sites needs.

**Experience/Requirements**

Bachelor's Degree  
 Minimum of 3 years applicable experience with related populations  
 Computer literacy  
 Strong organizational, writing and interpersonal skills

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 inquires 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**

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Social Worker**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 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).

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