



Rebuilding lives together

# CUCS JOBS JOURNAL

A PUBLICATION OF THE HOUSING RESOURCE CENTER

VOL. 24, NO. 17

MONDAY, AUGUST 19<sup>TH</sup>

2019

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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 **September 3, 2019.**

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

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

## Housing Consultant Position Available at Housing Resource Center

The CUCS Housing Resource Center (HRC) is seeking a Housing Consultant to join our team. Our Housing Resource Center expands access to housing and support services for people living with mental illnesses and other special needs.

HRC Housing Consultants collaborate 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. Other responsibilities include delivering training to staff from agencies throughout NYC, resource development, and maintenance of the HRC housing provider database.

Eligible applicants will have:

- High school diploma with six years relevant work experience, or Bachelor's degree with two years relevant work experience in related field
- Significant knowledge and experience with mental health services; supportive housing experience strongly preferred
- Ability to manage multiple projects and competing priorities effectively
- English/Spanish bilingual preferred

To apply, please go to [www.cucs.org](http://www.cucs.org) and complete and application.

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

#### Agency/Site Abbreviations

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

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

## The CUCS Jobs Journal

Monday, August 19, 2019

### HS Diploma/GED Required

**Agency:** Baltic Street AEH, Inc. -- SSA

**Site:** Baltic St. AEH, Inc. -- Aff.

**Position:** PEER ADVOCATE

**Job Location:** Brooklyn

**Posted:** 6/24/2019

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

#### Contact Info

David Vite

Email: [dvite@balticstreet.org](mailto:dvite@balticstreet.org)

#### Job Description

The Peer Advocate for Brooklyn Advocacy Program is responsible for providing quality psychiatric rehabilitation interventions to individuals and collaterals. The position will facilitate group meetings, workshops and training session to share own recovery and experiences with consumers.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Model and promote the principles of recovery/self help
- Manage a caseload within program standards
- Input information for 2010E application into PACT system and referral sources
- Ability to navigate program systems (AWARDS)
- Create person centered plan of service
- Assist clients with entitlement and provide linkage, and/or referrals to such services Supplemental Nutrition Assistance (SNAP), Medicare Medicaid, Social Security Insurance, Social Security Disability, reduced fare Metrocard and Human Resources Administration (HRA)
- Empower participants to advocate for themselves and promote efficiency
- Advocate for other needed services and assist participants to negotiate service systems
- Develop strong relationship with clients' treatment team
- Conduct wellness activities
- Conduct and or co-facilitate weekly or scheduled housing groups with accurate information
- Able to problem solve office and client issues independently/collectively
- Conduct Chart reviews as directed by program manager
- Submit all program and participant documentation in a timely manner
- Knowledgeable in Substance Abuse and mental Health Services Administration 8 dimensions of wellness
- Able to enact Wellness Recovery Action Plan (WRAP) and/or psychiatric directives in time of crisis
- Demonstrate aptitude in a cultural competency diverse environment
- Exhibit encouraging dialogue when communicating with clients
- Maintain all charts within audit standards
- Attend staff meeting and present cases as necessary
- Actively participate in ongoing training as needed to meet all certification standards and credentialing policies
- Required to work in the field if necessary and comply with all program regulations
- Perform other duties as assigned

#### Experience/Requirements

- High School Diploma, GED required
- Prior Peer experience or peer education training
- Knowledge of internet, Microsoft Office Word and Excel programs
- Knowledge of entitlements (SNAP Benefits, SSDI/SSI, Medicare/Medicaid, HRA.)
- Certified with the Academy of Peer Services or completion of certification within 2 months of employment
- Basic Knowledge of Self-Help Techniques
- Knowledge of Community Mental Health System
- Bi-lingual abilities preferred
- Basic office and computer skills proficiency
- Excellent communication skills verbally and written
- Ability to be patient and supportive
- Ability to communicate over a multisystem phone line

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

#### NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

**Agency:** Baltic Street AEH, Inc. -- SSA**Site:** Baltic St. AEH, Inc. -- Aff.**Position:** Peer Advocate Bronx Peer**Job Location:** Bronx**Posted:** 6/24/2019**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

David Vite

Email: [dvite@balticstreet.org](mailto:dvite@balticstreet.org)**Job Description**

The mission of Baltic Street AEH, Inc. is to help improve the quality of life for people vulnerable to mental illness by providing a broad continuum of trauma-informed care with a focus on wellness and resiliency. We believe that all the people we serve can lead meaningful lives and successfully manage their mental health. Every individual we serve receives support to help them address their whole health needs, develop coping strategies and connect with critical resources such as housing, education and employment.

Baltic Street AEH, Inc., seeks applicants for the position of Peer Advocate. The person will perform advocacy services for and with consumers of mental health services in a program that provides a wide network of Peer Advocacy services

**Direct Services**

1. Teach and model the principles and practices of recovery and self-help
2. Provide quality psychiatric rehabilitation interventions to individuals and collaterals in a timely and responsive manner.
3. Collaborate with individuals to identify goals & objectives
4. Collaborate on services to meet those goals & objectives and discuss progress
5. Develop and individualized recovery plan (IPR) with the individual. Review and update as appropriate.
6. Ensure and protect all consumer civil liberties and rights.
7. Provide direct services to an ongoing client caseload.
8. Attend staff meetings and present cases as necessary.
9. Position requires both working both on site and off site.
10. Maintain and protect the confidential nature of all matters related to this position.
11. Provide linkages, referrals, and case coordination with other services including mental health, education, medical, social and financial services.
12. Teach individuals how to become better self-advocates through information sharing, explanation and modeling
13. Based upon individual needs and preferences, provide "hands-on" assistance with referral, intake, and eligibility processes.
14. Advocate for needed services and assist individuals to negotiate bureaucracies and service systems.
15. Provide entitlement counseling and assist consumers to obtain entitlements. Accompany individuals to entitlement offices as indicated.
16. Actively participate in ongoing training as needed to meet all certification standards and credentialing policies.
17. Provide timely documentation to supervisor and HR of qualifications necessary to provide services
18. Collect QA data and participate in the development of continuous quality improvement strategies based on relevant information and accrediting standards.
19. Facilitate group meetings, workshops and training sessions which includes sharing your own recovery story/experience with consumers.
20. Answer a help-line in a busy office.
21. Work collaboratively with other organizations and maintain positive interagency relationships.
22. Conduct outreach activities to prospective consumers.
23. As requested, run groups, classes and information sessions for consumers and other stakeholders.

**Documentation**

24. Document information in each record in a clear & timely manner in accordance with state and agency regulations and policies
25. Enter information into consumer data -base in a timely and accurate manner.
26. Maintain administrative, program, and client records in a timely, complete, and organized manner, consistent with all applicable policies, rules, regulations, and procedures.
27. Submit accurate and timely reports as requested by the agency management

**Other Duties**

28. Participate in training sessions designed to enhance growth and skill development.
29. Perform other duties as assigned.

Baltic Street AEH, Inc. does not discriminate in its hiring practices on the basis of race, creed, color, gender, sexual orientation, age, national origin, religion, veteran status or disability. If you would require an accommodation in how you would perform the essential functions of the position as described, please inform your interviewer

**Experience/Requirements**

Good phone and communication skills, some experience or training in peer advocacy, basic knowledge of self-help techniques, ability to be patient and supportive, knowledge of community mental health system, ability to complete required paperwork. Basic office and computer skills are required. Certified Psychiatric Rehabilitation Practitioner (CPRP) preferred. Certified with the Academy of Peer Services or completion of certification within the first two months of employment. Good reading and writing Skills. Clean driver's license a plus. Bilingual Spanish preferred. High School Diploma or GED required. These job duties must be performed at Baltic Street AEH, Inc. in a manner which is in keeping with the mission statement of Baltic Street AEH, Inc. and must also project a positive image of the employees, individuals, and agency of Baltic Street AEH, Inc. to the public, individuals, other agencies, families and other Board of Directors

**Agency:** Baltic Street AEH, Inc. -- SSA  
**Site:** Baltic St. AEH, Inc. -- Aff.  
**Position:** PEER ADVOCATE FOR GERIATRIC  
**Job Location:** Brooklyn

**Posted:** 6/24/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 David Vite  
 Email: [dvite@balticstreet.org](mailto:dvite@balticstreet.org)

### Job Description

The Peer Advocate for Geriatric Advocacy Program is responsible for providing quality psychiatric rehabilitation interventions to individuals and collaterals. The position will facilitate group meetings, workshops and training session to share own recovery and experiences with consumers.

Job Location: Brooklyn—travel required in certain cases

To Apply: Please contact [dvite@balticstreet.org](mailto:dvite@balticstreet.org) with a resume and cover letter.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Teach and model the principles and practices of recovery and self-help
- Provide quality psychiatric rehabilitation interventions to individuals and collaterals in a timely and responsive manner
- Collaborate with individuals to identify goals & objectives
- Collaborate on services to meet those goals & objectives and discuss progress
- Develop and individualized recovery plan (IPR) with the individual. Review and update as appropriate
- Ensure and protect all consumer civil liberties and rights
- Provide direct services to an ongoing client caseload
- Attend staff meetings and present cases as necessary
- Position requires both working both on site and off site
- Maintain and protect the confidential nature of all matters related to this position
- Provide linkages, referrals, and case coordination with other services including mental health, education, medical, social and financial services
- Teach individuals how to become better self-advocates through information sharing, explanation and modeling
- Based upon individual needs and preferences, provide "hands-on" assistance with referral, intake, and eligibility processes
- Advocate for needed services and assist individuals to negotiate bureaucracies and service systems
- Provide entitlement counseling and assist consumers to obtain entitlements.
- Accompany individuals to entitlement offices as indicated
- Actively participate in ongoing training as needed to meet all certification standards and credentialing policies
- Provide timely documentation to supervisor and HR of qualifications necessary to provide services
- Collect QA data and participate in the development of continuous quality improvement strategies based on relevant information and accrediting standards
- Facilitate group meetings, workshops and training sessions which includes sharing your own recovery story/experience with consumers
- Answer a help-line in a busy office
- Work collaboratively with other organizations and maintain positive interagency relationships
- Conduct outreach activities to prospective consumers
- As requested, run groups, classes and information sessions for consumers and other stakeholder
- Document information in each record in a clear & timely manner in accordance with state and agency regulations and policies
- Enter information into consumer data -base in a timely and accurate manner
- Maintain administrative, program, and client records in a timely, complete, and organized manner, consistent with all applicable policies, rules, regulations, and procedures
- Submit accurate and timely reports as requested by the agency management
- Perform other duties as assigned

### Experience/Requirements

- High School Diploma, GED required
- Certified Psychiatric Rehabilitation Practitioner (CRPR) preferred
- Certified with the Academy of Peer Services or completion of certification within 2 months of employment
- Basic Knowledge of Self-Help Techniques
- Training experience in peer advocacy required
- Knowledge of Community Mental Health System
- Bi-lingual abilities preferred
- Basic office and computer skills proficiency
- Excellent communication skills verbally and written
- Ability to be patient and supportive
- Ability to communicate over a multisystem phone line

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

### NOTE

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**Agency:** Baltic Street AEH, Inc. -- SSA**Site:** Baltic St. AEH, Inc. -- Aff.**Position:** Peer Advocate: SI Peer**Job Location:** Staten Island**Posted:** 6/24/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

David Vite

Email: [dvite@balticstreet.org](mailto:dvite@balticstreet.org)**Job Description**

The Peer Advocate for Staten Island Peer Advocacy is responsible for providing quality psychiatric rehabilitation interventions to individuals and collaterals. The position will facilitate group meetings, workshops and training sessions to share own recovery and experiences with consumers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Teach and model the principles and practices of recovery and self-help
- Provide quality psychiatric rehabilitation interventions to individuals and collaterals in a timely and responsive manner
- Collaborate with individuals to identify goals & objectives
- Collaborate on services to meet those goals & objectives and discuss progress
- Develop and individualized recovery plan (IPR) with the individual. Review and update as appropriate
- Ensure and protect all consumer civil liberties and rights
- Provide direct services to an ongoing client caseload
- Attend staff meetings and present cases as necessary
- Position requires both working both on site and off site
- Maintain and protect the confidential nature of all matters related to this position
- Provide linkages, referrals, and case coordination with other services including mental health, education, medical, social and financial services
- Teach individuals how to become better self-advocates through information sharing, explanation and modeling
- Based upon individual needs and preferences, provide "hands-on" assistance with referral, intake, and eligibility processes
- Advocate for needed services and assist individuals to negotiate bureaucracies and service systems
- Provide entitlement counseling and assist consumers to obtain entitlements.
- Accompany individuals to entitlement offices as indicated
- Actively participate in ongoing training as needed to meet all certification standards and credentialing policies
- Provide timely documentation to supervisor and HR of qualifications necessary to provide services
- Collect QA data and participate in the development of continuous quality improvement strategies based on relevant information and accrediting standards
- Facilitate group meetings, workshops and training sessions which includes sharing your own recovery story/experience with consumers
- Answer a help-line in a busy office
- Work collaboratively with other organizations and maintain positive interagency relationships
- Conduct outreach activities to prospective consumers
- As requested, run groups, classes and information sessions for consumers and other stakeholder
- Document information in each record in a clear & timely manner in accordance with state and agency regulations and policies
- Enter information into consumer data -base in a timely and accurate manner
- Maintain administrative, program, and client records in a timely, complete, and organized manner, consistent with all applicable policies, rules, regulations, and procedures
- Submit accurate and timely reports as requested by the agency management
- Perform other duties as assigned

**Experience/Requirements**

- High School Diploma, GED required
- Certified Psychiatric Rehabilitation Practitioner (CRPR) preferred
- Certified with the Academy of Peer Services or completion of certification within 2 months of employment
- Basic Knowledge of Self-Help Techniques
- Training experience in peer advocacy required
- Knowledge of Community Mental Health System
- Bi-lingual abilities preferred
- Basic office and computer skills proficiency
- Excellent communication skills verbally and written
- Ability to be patient and supportive
- Ability to communicate over a multisystem phone line

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

**Agency:** CAMBA -- SSA  
**Site:** -- Aff.  
**Position:** Security Guard  
**Job Location:** Unknown

**Posted:** 6/24/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Chanelle Nau  
 Email:

**Job Description**

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested; including the following:  
 Maintain professional relationships with clients and client confidentiality.  
 Monitor and ensure the security and fire safety of the entire shelter facility.  
 Employ crisis prevention/intervention and crisis management skills when conflict occurs.  
 Patrol buildings and grounds of facilities where CAMBA programs are located.  
 Examine doors, windows, gates and all fire exits to determine that they are secure and in accordance with all fire regulations.  
 Observe and report irregularities such as unusual client behavior, trespassers, fire hazards, leaking water pipes, and security doors left unlocked.  
 Monitor clients and facility via security camera systems.  
 Conduct fire safety patrol and report findings or fire safety concerns to appropriate supervisory personnel.  
 Conduct security screenings of all clients and visitors entering the facility.  
 Issue commendations to support positive client behaviors such as peers helping peers, compliance with rules and regulations, etc.  
 Counsel clients that violate rules (such as loitering, smoking, or carrying forbidden articles) and complete infraction reports.  
 Observe departing employees, visitors and/or residents to guard against theft of CAMBA property.  
 Document in the security log book and incident report forms property damage, unusual occurrences, and incidents with employees, visitors and clients.  
 Maintain assigned equipment per shift.  
 Sign equipment in and out for each shift.  
 May provide all required information for weekly/monthly/quarterly/annual reports.  
 Tasks may be modified, expanded and/or assigned over a period of time.

**Experience/Requirements**

High school diploma or G.E.D.

**OTHER REQUIREMENTS:**

Must have 8 hour Pre-Assignment security guard training course certificate.  
 Must obtain 16 hour On-the-Job security guard training course certificate within 90 days of employment.  
 Must complete 8 Hour Annual In-Service Course each calendar year.  
 Must obtain NYS Security Guard registration, and must maintain registration during employment.  
 Must obtain Fire guard certification and maintain it throughout employment.

**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** Activity Support Asst.  
**Job Location:** Brooklyn

**Posted:** 5/28/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Email:

**Job Description**

CUCS invites applications for the following full time position at the Schermerhorn and 575 Fifth Avenue, supportive housing residences located in Downtown Brooklyn and Park Slope, Brooklyn. Many tenants have histories of mental illness, homelessness, substance abuse and/or HIV/AIDS.  
**ACTIVITY ASSISTANT (TENANT SERVICES)**  
 35hrs/week

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

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

**Experience/Requirements**

Requirements: High School Diploma or GED. Knowledge of computer programs including Microsoft Office. Good interpersonal skills. Bilingual a plus.

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

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

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

**Posted:** 8/5/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Email:

**Job Description**

The Administrative Assistant is responsible for the following duties:

- Responding to customer service inquiries via email, telephone, mail and in person.
- Compiling, ordering and processing training materials for all class participants.
- Setting up and breaking down the training room, and making announcements at each class - both on and off-site.
- Processing training attendance after class.
- Creating contracts for all Academy consultants and following up to assure agreements are signed and that supporting documentation is submitted.
- Processing consultant invoices: following up with consultants to obtain invoices, writing check requests for the fiscal department, documenting spending and reconciling all consultancy spending. Interfacing with the fiscal department when problems or issues arise.
- Overseeing, the development and maintenance of filing systems such as payment records to contractors, course attendance records, evaluations from our weekly trainings and documentations pertaining to our social work CEU accredited courses.
- Creating monthly promotional announcements and overseeing our Learning Management System: ensuring it is updated monthly and working properly for our end users.
- Purchasing office equipment, furniture, supplies, training materials and overseeing their distribution.
- Generating reports, including training evaluation reports, attendance reports, budget reports and scheduling reports.
- Assisting in the development and maintenance of vendor accounts, the monitoring of staff vendor account purchases (i.e. catering services, printing services etc.)
- Creating and updating templates such as invoices, certificates, letters, evaluations for new courses etc. as needed.
- Scanning and importing evaluation data into Spiroscan and creating reports to send as feedback to hired consultants.
- Providing receptionist services for the general office once a week.
- Troubleshooting for unanticipated issues with equipment, payment protocols or customer services.

**Experience/Requirements**

- High School Diploma or equivalent
- 2 years relevant experience
- Good word-processing skills including extensive experience with MS Word
- Good interpersonal and organizational skills
- Effective written and verbal communications skills
- Ability to multi-task

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  
 degree preferred

To apply, please 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:** 5/28/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Email:

**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.

**Experience/Requirements**

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

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

You can apply online at [www.cucs.org](http://www.cucs.org)

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

**Posted:** 7/8/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Center for Urban Community Services (CUCS), a national leader in the development of effective housing and service initiatives invites applications for the following position at Park House/The Webster, a new supportive housing residence.  
 CASE MANAGER

The Park House and Webster Ave residences are new supportive housing sites 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.

**Responsibilities:**

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

**Work Schedule:**

Weekdays 9 a.m. to 5 p.m. with one late night required from 11 a.m. to 7 p.m.

**Experience/Requirements**

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

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

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

Please apply at [www.cucs.org](http://www.cucs.org).

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

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

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

**Posted:** 8/5/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Case Manager position at the Uptown and Scattered Site program. The program provides off-site evidence based, person centered and harm reduction services primarily to special needs individuals and families with histories of homelessness, mental illness and/or substance abuse. The individuals and families are located in six-buildings within the Harlem/Washington Heights community as well as Scattered Site apartments throughout Harlem/Washington Heights and the Bronx. Once housed clients are provided case management services such as outreach, crisis prevention and intervention, psychiatric assessment and treatment, medication monitoring, information and referral, money management and collaborative service planning and support services to families.

**Responsibilities:** The Case Manager will provide a range of clinical and case management services to help clients live full and satisfying lives in the community. The Case Manager will document services provided on a timely basis in accordance with funder and agency requirements.

**Experience/Requirements**

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

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

Good verbal and written communication skills  
 Good organizational skills  
 Good time management skills  
 Computer literacy  
 Bilingual-Spanish/English preferred

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

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



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

**Posted:** 8/5/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Case Manager at the Prince George will carry a caseload of between 25-30 clients. The Case Manager is responsible to provide direct services to each individual including but not limited to:

- Using a Person-Centered approach to helping the clients on your caseload set goals, identify interests, and address concerns,
- Help the client to identify Interest and involvement in employment, education, volunteering, and other adult role activities,
- Be a source of support in a non-judgmental manner,
- Help your clients to identify positive ways of spending time,
- Help your clients to understand and proactively address diagnosis (medical, psychiatric, substance abuse),
- Utilize psycho-educational techniques to help clients understand, adhere to, and advocate with their providers medication regimens.
- Regularly assess for risk factors for violence against self or others,
- Utilizing the client's psychosocial history, in order to best understand them and provide strategic interventions and services.
- Regularly coordinate care with all collateral contacts.
- Assist some clients with the self-administration of medication as necessary.
- Work well independently as well as on a team.

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

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

We work closely together as a team of 24 professionals in order to help our clients achieve their goals. Staff at the Prince George and CUCS as a whole get to partake in learning from one another in an inter-disciplinary team environment. We have an on-site Primary Care Physician as well as a Psychiatrist who do regular in-service trainings for staff. CUCS also offers a very robust initial training program including topics such as Person-Centered Service Planning, Motivational Interviewing, DSM Diagnostic Criteria, etc.

**Experience/Requirements**

Due to our funding requirements we may only consider applicants for the Case Management position that have a:  
 - BA/BS  
 OR  
 - High School Diploma and 4 years of related experience.

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

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

**Posted:** 8/5/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

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

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

**Experience/Requirements**

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

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

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

**Site:** CUCS -- SHA

**Position:** Case Manager (Uptown)

**Job Location:** Manhattan

**Posted:** 5/28/2019

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Case Manager position at the Uptown and Scattered Site program. The program provides off-site evidence based, person centered and harm reduction services primarily to special needs individuals and families with histories of homelessness, mental illness and/or substance abuse. The individuals and families are located in six-buildings within the Harlem/Washington Heights community as well as Scattered Site apartments throughout Harlem/Washington Heights and the Bronx. Once housed clients are provided case management services such as outreach, crisis prevention and intervention, psychiatric assessment and treatment, medication monitoring, information and referral, money management and collaborative service planning and support services to families.

**Experience/Requirements**

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

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

Good verbal and written communication skills

Good organizational skills

Good time management skills

Computer literacy

Bilingual-Spanish/English preferred

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You can apply at [www.cucs.org](http://www.cucs.org)

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

**Site:** CUCS -- SHA

**Position:** Early AM Outreach Case Manager

**Job Location:** Manhattan

**Posted:** 5/28/2019

**Benefits:** Unknown

**FT/PT:** FT

**Hrs/Week:**

**Salary:**

**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Case Manager provides a full range of direct services to clients living on the streets and pursuing permanent housing. The Case Manager will work within an interdisciplinary team focusing on moving people off the streets of Upper Manhattan into permanent housing and successfully reintegrating into their communities. The Case Manager's responsibilities will include outreach to clients living on the street as well assisting their caseload with obtaining permanent housing. The early morning case manager's schedule is from 5:30am to 1:30pm. There is a Quarterly Overnight count all staff are expected to attend.

**Experience/Requirements**

Early AM Outreach Case Manager (Street Outreach), New York

General Information

Job Title:

Early AM Outreach Case Manager (Street Outreach)

Location:

198 E 121 STREET

New York, NY, 10035

United States

Employee Type:

Non-Exempt

Job Category:

Homeless Services, Outreach, Mental Health

Industry:

Requirements

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

Applicants with Spanish language proficiency will be prioritized

Must have valid driver's license

You can apply on the CUCS website: [www.cucs.org](http://www.cucs.org)

**Agency:** Center for Urban Community Services -- SHA**Posted:** 5/28/2019**FT/PT:** PT**Contact Info****Site:** CUCS -- SHA**Benefits:** Unknown**Hrs/Week:****Position:** Medical Asst/Eligibility Spcl**Salary:**

Email:

**Pay/Hr:****Job Location:** Citywide**Job Description**

Janian Medical Care, P.C., seeks a medical assistant to work in a dual role as both a medical assistant for our primary care program (two days a week) and as an insurance eligibility specialist for our psychiatry program (one day a week).

Janian Medical Care, P.C., an affiliate of Center for Urban Community Services (CUCS), seeks an individual to serve as both a medical assistant and eligibility specialist for our program. Janian Medical Care provides primary medical care and psychiatric care to homeless and formerly homeless New Yorkers at community based programs including supportive and transitional housing, shelters, and outreach teams. Long recognized as a leader in the development and delivery of on-site psychiatric care, Janian Medical Care has expanded our services to provide high-quality, integrated, comprehensive primary care to our clients.

Janian Medical Care, P. C. invites applicants for the Medical Assistant/Eligibility Specialist position to work alongside both the primary care providers at various programs throughout New York City, as well as to support our psychiatric providers as we grow our billing practice for psychiatric services. This individual will serve in a traditional medical assistant role within our primary care program two days a week, collaborating with patients' psychiatrist, social workers, and case managers at the program and assisting in coordination of specialty care with external providers. The eligibility specialist portion of this position will involve optimizing Janian patients' insurance coverage to cover care both provided by Janian clinicians and prescribed by Janian clinicians.

**Responsibilities:**

The Medical Assistant/Eligibility Specialist will perform administrative and certain clinical duties under the direction of a provider.

Medical Assistant administrative duties include the following:

- Work with staff and patients for appointment management to optimize clinic hours.

- Document all services in Electronic Medical Record (EMR)

- Front Office Tasks including; basic intake and collection of insurance information, privacy practice forms collection and management, faxing, and filing

- Specialty referrals coordination

- Liaise with laboratory and pharmacies as directed by provider

- Billing related tasks including Prior Authorization management

- Insurance verification

- Medical supply and equipment maintenance including quality control testing and inventory management

Medical Assistant clinical duties include the following:

- Taking and recording vital signs

- Preparing patients for examination and performing basic screenings

- Laboratory services including phlebotomy and specimen collection

- EKG exams

- Point-of-care testing as directed by the provider

Eligibility Specialist duties include:

- Checking and Activating Insurance:

- Verify and re-verify insurance eligibility and information

- Activate or re-activate insurance coverage

- Assist in changing insurance coverage when this would improve access to care

- Assist in the collection of insurance cards and demographic information from the patient and program staff at each psychiatry billing site

- Maintain accurate insurance information and patient demographics in the electronic health record

- Collect consents and authorizations for information transfers

- Assist with authorizations for services and treatments:

- Assist in obtaining authorizations as needed for initial or ongoing visits as well as for services including psychotherapy and medications

- Enter coverage and authorizations into the electronic health record

- Track expiring authorizations and obtain re-authorizations.

The Medical Assistant/Eligibility Specialist role with Janian is dynamic, and additional tasks and responsibilities may be requested.

**Experience/Requirements**

Minimum Qualifications:

- Medical assistant training completed in a vocational technical high school setting diploma, post secondary medical assistant training program certificate

- Knowledge of medical terminology and electronic medical record keeping

- High school graduate or GED

- CPR certification is a plus but not required

- Must be well organized and flexible in workstyle

- Strong written and verbal communication

- Proficiency in Microsoft Outlook, Excel and Word

Medical Assistants maintain a regular weekly schedule at their assigned medical office location(s). Candidates must be willing to travel during the course of the work week to their assigned location(s) to work with their assigned provider and assist in psychiatry billing practices

\*Bilingual-Spanish speaking applicants encouraged to apply. This position is 9-5pm Tuesday, Wednesday, and Friday.

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.

You can apply at the CUCS website: [www.cucs.org](http://www.cucs.org).

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

**Posted:** 8/5/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for the Office Manager position at the Schermerhorn/575 Fifth Avenue programs. The Schermerhorn is a 116 unit permanent supportive housing residence located in Boerum Hill, Brooklyn, for low income tenants, many of whom have histories of mental illness, homelessness, and substance abuse. 575 Fifth Avenue is a 48 unit permanent supportive housing program in Park Slope, with a similar population.

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. The Office Manager supervises the Activity Support Assistant and all contracted staff providing tenant services for 575 Fifth Ave. In addition, the Office Manager has the opportunity to assist with the development and provision of tenant services at 575 Fifth Avenue.

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
- 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
- Database experience a plus

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

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

**Posted:** 7/8/2019 **FT/PT:** PT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Per Diem Case Manager works alongside the Per Diem Social Worker in providing the following services: outreach and engagement, crisis intervention and provision of general assistance, and facilitation of organized groups and activities. The Per Diem Case Manager is expected to demonstrate strong skills in critical thinking and assessment and to actively support and work to accomplish the agency's mission and the program's specific goals and objectives.

Schedule: Friday evenings and Saturday program: Friday evenings 4:00pm-9:00pm, Saturday 10:00am-4:00pm, alternate weekends.

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 Lee. The Lee, located on the Lower East Side of Manhattan, is a 262 unit supportive housing residence for low income tenants, many of whom have histories of mental illness, homelessness, substance abuse, HIV/AIDS, and/or other chronic medical conditions. Managed by Breaking Ground, The Lee building hosts two social service programs, CUCS and The Door. CUCS provides comprehensive on-site social services to 207 tenants using a recovery orientation, which includes evidence based practices such as Supported Employment, Motivational Interviewing and Wellness Self Management.

**Experience/Requirements**

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

Note: A Bachelor's degree may be substituted for one year of experience

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 Please apply at [www.cucs.org](http://www.cucs.org)

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

**Posted:** 5/28/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Position:** Reentry Coord. System Liaison

**Job Location:** Manhattan

**Job Description**

The CUCS Housing Resource Center (HRC) is seeking a Reentry Coordination Liaison to join our team. Our Housing Resource Center expands access to housing and support services for people with mental illnesses and other special needs. HRC is also actively involved in developing and improving supportive housing initiatives in New York City and across the nation, and provides information and access to housing to over 15,000 individuals annually. Responsibilities:

- Consultation with referring OMH pre-release coordinators across NYS prisons and participating in case planning meetings
- Coordinate forensic housing resources from referral to housing placement, including review of mental health supportive housing applications
- Schedule and facilitate video teleconference housing interviews between housing providers and NYS prison facilities
- Collaborate with forensic care coordination teams to ensure enrollment in services prior to release
- Schedule community-based mental health outpatient treatment
- Provide training & technical assistance as needed

This is not a direct service position

**Experience/Requirements**

- High school diploma with six years relevant work experience, or Bachelor's degree with two years relevant work experience in related field
- Recovery-oriented team player committed to meaningful outcomes for the justice-involved population
- Significant and considerable knowledge and experience with community mental health services including supportive housing, care coordination, and outpatient services
- Strong clinical, organizational, and interpersonal skills
- Excellent verbal and written communication skills
- Ability to manage multiple projects and competing priorities effectively
- Good computer literacy skills; knowledge of AWARDS preferred
- Experience with forensic SMI population preferred
- English/Spanish bilingual strongly preferred

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**Agency:** Community Access -- SSA  
**Site:** Community Access -- SSA

**Posted:** 6/24/2019 **FT/PT:** PT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

HR Dept.  
 Email:

**Position:** Admin. Services Associate

**Job Location:** Manhattan

**Job Description**

The Administrative Associate provides administrative assistance and project work in Self Direction with Community Access, under the direction of Director for Self Direction

Location: 17 Battery Place  
 Job Type: Part Time  
 Salary: \$31,200/Year  
 Self Direction

Will provide Administrative support with responsibilities that include, but not limited to :

- Data entry
- Scheduling appointments
- Ordering and purchasing assistance
- Petty cash management
- Participant enrollment
- Answering self direction inquiries
- Spreadsheet management

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

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Minimum of a high school diploma or equivalent (GED) - Bachelor's degree in related field, preferred.
- Excellent organizational skills, time management and planning skills.
- Demonstrated ability to work as part of a team.
- Excellent oral and written communication skills.
- Ability to utilize various computer programs, specifically Microsoft Word, Outlook and Excel. Working knowledge of Microsoft Access a plus
- Be creative and flexible.
- Show initiative and be responsible for follow through.
- Ability to maintain confidential information, as related to position.
- Ability to communicate effectively across all levels of the organization.

**Agency:** Community Access -- SSA

**Posted:** 7/22/2019

**FT/PT:** FT

**Contact Info**

**Site:** Community Access -- SSA

**Benefits:** Unknown

**Hrs/Week:**

HR Dept.

**Position:** Executive Assistant

**Salary:**

Email:

**Pay/Hr:**

**Job Location:** Manhattan

**Job Description**

The Executive Assistant's responsibilities will include special projects; compiling reports; assignment and supervision of administrative support tasks to other administrative team members; correspondence; assistance with board activities; and secretarial support as well as routine office related functions. The Executive Assistant supervises an Administrative Assistant.

Location:Manhattan

Salary: \$60,000

**Essential Job Functions**

- Provide administrative support to the CEO and the Senior Management Team, including management of calendars, scheduling meetings, and other executive department activities
- Supervise the Administrative Assistant, including reviewing performance and coaching on needed or self-identified skills
- Coordinate administrative and secretarial support to department heads and other management staff, including correspondence, reports, agendas, notices and meeting minutes
- Complete Accounts Payable processes and Executive Office expense reporting
- Assist with and serve as the point person for compiling necessary documentation for agency contracts
- Coordinate responses to and preparation for program audits
- Compile and coordinate statistical and other information to produce reports, as requested
- Serve as a project manager for special projects, at the request of a member of the Senior Management Team, which may include: planning and coordinating presentations, disseminating information, and organizing company-wide events
- Assist with filing and agency record retention activities
- Assist with various agency operations as requested and responsibilities permit
- Attend meetings, as required
- Perform other duties as assigned

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

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access
- Minimum of a high school diploma or equivalent (GED) - Bachelor's or Master's degree in related field, preferred
- At least five (5) years of administrative experience in a non-profit setting required
- Previous experience working in an executive assistant function, preferred
- High level of interpersonal skills to handle sensitive and confidential situations. This position continually requires demonstrated poise, discretion, and diplomacy.
- Able to interact and communicate with individuals at all levels of the organization
- Excellent organizational skills, time management and planning skills
- Demonstrated attention to detail in composing, typing and proofing materials
- Able to establish priorities and meet deadlines in a fast-paced environment, with demonstrated ability to juggle multiple competing tasks and demands
- Advanced analytical and innovative problem solving abilities
- Able to work independently and as part of a team
- Proficiency in various computer programs, specifically Microsoft Word, Excel, Outlook, Access and PowerPoint
- Creativity and flexibility
- Ability to maintain confidential information, as related to position.

**Agency:** Community Access -- SSA

**Posted:** 8/5/2019

**FT/PT:** FT

**Contact Info**

**Site:** Community Access -- SSA

**Benefits:** Unknown

**Hrs/Week:**

HR Dept.

**Position:** Front Desk Receptionist

**Salary:**

Email:

**Pay/Hr:**

**Job Location:** Bronx

**Job Description**

The Front Desk Receptionist is responsible for monitoring the safety and well-being of the tenants and the building while on shift. The Front Desk Receptionist maintains ethical, professional relationships with tenants and interacts with tenants, guests and staff in a welcoming and courteous manner.

Job Type: Full Time

Location: 172 Street/ Bronx

Salary: 15.00/ Hour

**Essential Job Functions**

- 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.
- Conduct wellness checks as directed.
- Monitor the proper functioning of building systems and notifying superintendent and supervisor about irregular situations.
- Conduct house runs to 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.
- Remain alert and present on shift, adhering to agency policy regarding use of phone and electronic devices.
- Answer phones, take messages, and provide routine information about Community Access and the Supportive Housing Program.
- Perform general administrative duties such as copying, faxing, check request preparation and mailing.
- Develop and maintain a filing system for all necessary documents.
- Prepare work orders for repair and maintenance problems reported by tenants or observed during shift.
- Work with the purchasing department to place new orders; monitor the status of outstanding orders.
- Assist with ordering food and other program supplies.
- Problem-solve to effectively respond to events on the shift.
- Follow the agency's emergency protocol, consult with senior staff before calling 911, or call 911 first when the emergency requires.
- Work with emergency personnel when they arrive to acquaint them with issues involving tenants or the building.
- Provide support to tenants, listen to their concerns, and direct them to their service coordinators.
- Proactively address situations to prevent crisis escalation.
- Demonstrate responsive tenant engagement and de-escalation during crisis situations.
- Record goods and materials being taken from the building to reduce the likelihood of theft.
- Complete incident reports according to agency guidelines.
- Handle packages in accordance with package policy.
- Follow procedures according to the front desk manual and maintain a clean and orderly reception area.
- Review the desk log from previous week, or since most recently worked shift.
- Monitor fire alarm station, correct and record malfunctions, and follow the prescribed procedure for dealing with false alarms and fires.
- Monitor activities in the building using the closed circuit television.
- Report problems to supervisor.
- Assist the Program Director with calendar management, as needed.
- Coordinate and prepare for meetings as assigned.
- Manage upkeep of office machines, as needed.
- Attend staff meetings and trainings as required.
- Perform other duties as assigned.

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

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Minimum of a high school diploma or equivalent (GED).
- Must be fingerprinted and cleared through CA's background clearance process.
- Ability to interact with people in a professional and courteous manner.
- Previous experience in customer service, preferred.
- Previous experience in an administrative position, preferred.
- Possess appropriate telephone manner.
- Commitment to recovery oriented practice.
- Be skilled in conflict mediation/negotiation and have a pro-active approach to problem solving.
- Strong organizational skills.
- Attentive to detail in documentation and data collection and reporting.
- Excellent oral and written communication skills.
- Ability to utilize various computer programs, specifically Microsoft Word and Excel.
- Be creative and flexible.
- Show initiative and be responsible for follow through.
- Ability to work independently and as part of a team.
- Ability to maintain confidential information, as related to position.
- Must be able to pass FDNY tests for certifications that may be required at particular sites (e.g., fire guard certificate, certificate of fitness for fire alarm panels) within three tries (if applicable).
- Ability to speak other relevant languages, dependent upon specific needs of tenants.

**Agency:** Community Access -- SSA**Posted:** 8/19/2019**FT/PT:** FT**Contact Info****Site:** Community Access -- SSA**Benefits:** Unknown**Hrs/Week:**

HR Dept.

**Position:** Housing Counselor**Salary:**

Email:

**Pay/Hr:****Job Location:** Manhattan**Job Description**

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

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

Salary: \$16.32/ Hour

**Essential Job Functions****Physical safety and security:**

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

**Medication monitoring:**

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

**House management:**

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

**ADL Training and Coaching:**

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

**Socialization Events:**

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

**Administrative and Clerical duties:**

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

**General duties:**

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

**Experience/Requirements**

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



Take the initiative and be responsible for follow-through  
 Maintain confidentiality of information, as related to position  
 Ability to work independently and as part of a team  
 Ability to lift 40 lbs

**Agency:** Community Access -- SSA

**Posted:** 8/5/2019

**FT/PT:** FT

**Contact Info**

**Site:** Community Access -- SSA

**Benefits:** Unknown

**Hrs/Week:**

HR Dept.

**Position:** Peer Bridger

**Salary:**

Email:

**Pay/Hr:**

**Job Location:** Citywide

**Job Description**

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

**Adult Home Initiative**

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

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

Location : Queens and Bronx

Job Type: Full Time

Salary - \$40,000

**Position Overview**

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

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

**Experience/Requirements**

Recipient/survivor of mental health services

Minimum of a high school diploma or equivalent (GED)

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

Possess strong engagement, and oral and written communication, skills

Ability to work as part of the team

Ability to travel and work afternoons, evenings and weekends

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

**Agency:** Community Access -- SSA

**Posted:** 6/10/2019

**FT/PT:** FT

**Contact Info**

**Site:** Community Access -- SSA

**Benefits:** Unknown

**Hrs/Week:**

HR Dept.

**Position:** Senior Respite Worker

**Salary:**

Email:

**Pay/Hr:**

**Job Location:** Manhattan

**Job Description**

The Senior Respite Worker is responsible for assisting in the delivery of services and supports to CRC guests and Support Line callers. The Senior Respite Worker is responsible for overseeing support line operators and providing peer support in the CRC. The Senior Respite Worker will work with the Program Director to ensure the center is providing guests with respite from extreme emotional distress through the promotion of a non-judgmental, supportive, friendly and engaging environment.

Location: Crisis Respite/ Manhattan

Salary: 21.63/ Hour

**Essential Job Functions**

- Develops a partnership with guests experiencing crisis utilizing trauma-informed, recovery-oriented intentional peer support
- Promotes the provision of a comfortable, secure and trusting environment where guests are listened to and respected by staff.
- Draws on knowledge and skills acquired from personal experience with the mental health system with a focus on guest's personal recovery process.
- Creates a sense of community through the mutual sharing of lived experiences and offering encouragement and support to participate in daily activities within the CRC and community.
- Conduct comprehensive electronic and paper chart reviews for all program based documentation for CRC and SL including providing feedback to staff.
- On-call responsibilities to provide support for support line operators (with assistance from PD) and respite workers on occasion and help manage issues related to coverage for both the CRC and support line, and provide coverage as necessary.
- Oversee all support line documentation. In consultation with Program Director, provide supervisory support for support line and respite center staff
- Assists with intake and registration of new guests, including an explanation of services and expectations, a tour of the premises, introduction to other staff and guests.
- Facilitates individual and group-based educational, recovery, wellness and skill building opportunities including: wellness self-management; recovery planning, peer support; harm reduction; and other social or leisure activities, and oversees the weekend alumni group.
- Provides Support Line services including supportive peer counseling, friendly and understanding conversation, referral and transfer to crisis lines and other services, access to language lines and TTY information to discharged guests.
- Responsible for timely and accurate documentation including documentation of interactions with guests and support line callers, services provided, critical information and events, contacts with collaterals and referrals, as required by CA policies.
- Provides household upkeep duties as needed.
- Encourages guest participation in relevant aspects of documentation process.
- Participates in data collection and recording related to outcomes, research and other agency and grant-based priorities
- Participates in supervision, team meetings, interagency meetings, case conferences, and other relevant meetings as required by CA.
- Works closely with Program Director on projects as they arise and performs other duties as assigned.

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

**Experience/Requirements**

- Have lived experience with the mental health system and willingness to share personal experience appropriately and respectfully.
- Ability to be mindfully present and have a respect for and high level of comfort around people experiencing psychiatric crisis.
- Exceptional written and verbal communication skills, including empathic listening, responding.
- Commitment to recovery orientated practice and the ability to utilize critical thinking, problem-solving and de-escalation skills to assist with creating and maintaining an environment that promotes recovery.
- Resourceful and knowledgeable of community resource and services.
- Graduate of core peer specialist training program and willingness to participate in/successful completion of all required training, with ability to integrate skills, knowledge and approach into work with guests
- Work experience in a behavioral health or related setting, preferably using the recovery model.
- Minimum of high school diploma or equivalent (GED).
- Must be fingerprinted and cleared by the Office of Mental Health (OMH).
- Ability to work independently and as part of a team.
- Ability to set priorities and manage multiple and competing tasks.
- Ability to utilize various computer programs, specifically Microsoft Word and Excel.
- Be creative and flexible, show initiative, and be responsible for follow through
- Ability to maintain confidential information, as related to position.
- Ability to walk up several flights of stairs.
- Ability to work in the field (using public transportation).
- Bilingual preferred.
- Available to work evening and weekend hours and participate in the on-call rotation

**Agency:** Community Access -- SSA**Posted:** 5/28/2019**FT/PT:** FT**Contact Info****Site:** Community Access -- SSA**Benefits:** Unknown**Hrs/Week:**

HR Dept.

**Position:** Service Coordinator**Salary:**

Email:

**Pay/Hr:****Job Location:** Bronx**Job Description**

The Service Coordinator provides support services as defined by regulatory contracts and Community Access guidelines to assigned program participants, including assisting with defining personal, vocational and educational goals. The Service Coordinator provides assistance to program participants using a person-centered model that supports individuals in their recovery, hopes and opportunities.

Location : 172 Street/ Bronx

Salary: 19.61/ Hour

**Core Principles**

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

Program participants' right to self determination;

Respectful communication;

Services that support recovery and healing consistent with and nurturing each participant's cultural background, experience, identity, and values.

Clear professional boundaries to support the limits and possibilities of services.

**Essential Job Functions**

Provide recovery oriented support services and outreach to assigned program participants, as defined by program and contractual requirements.

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

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

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

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

Provide referrals for treatment for psychiatric disabilities, substance abuse, and health problems, as dictated by program participants.

Assist program participants in identifying vocational and educational goals and opportunities, including assessment, support and follow-up, in coordination with Education and Employment Coordinator. Maintain up to date records of their job seeking and employment in AWARDS.

Assist program participants with conflict resolution, as necessary.

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

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

Provide crisis intervention, as necessary.

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

Maintain quality service by establishing and reinforcing program/agency standards in all interactions with program participants.

Create or maintain a special project each year (e.g. run a group, participate in the advocacy department, coordinate an activity, etc.).

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

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

Provide holiday, evening and weekend coverage, as necessary.

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

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

Perform other duties as assigned.

**Experience/Requirements**

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

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

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

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

Excellent oral and written communication skills.

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

Be creative and flexible.

Show initiative and be responsible for follow through.

Ability to maintain confidential information, as related to position.

Ability to work independently and as part of a team.

You can apply online at <https://www.e3applicants.com/cai/>

**BA/BS Required****Agency:** CAMBA -- SSA**Site:** -- Aff.**Position:** Case Manager**Job Location:** Unknown**Posted:** 6/24/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Chanelle Nau

Email:

**Job Description**

The person filling this position is expected, under general supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) in collaboration with clients, interview and evaluate clients and formulate Independent living plans; and (3) locate and make use of appropriate community resources for clients; including the following:

Maintain professional relationships with clients and client confidentiality.

Practice Universal Precautions/Standard Protocol & Procedures.

Comply with any and all Federal, State, City and CAMBA security and privacy policies intended to protect the security and privacy of individually identifiable health information.

Establish and maintain professional relationships with clients' and client confidentiality in order to engage them in case management services.

Review all documentation establishing clients' eligibility for program and make file copies.

Create and maintain client files.

Input client data and client progress information into CARES database.

Conduct initial intake and psycho-social assessment of clients and clients' families' needs and periodic re-assessments.

In collaboration with clients, prepare initial and periodic revisions of independent living plans including short-term and long-term client goals.

Assist clients in attaining their goals by identifying and locating community resources for clients.

Refer clients to permanent housing opportunities and appropriate services both within and outside CAMBA.

Schedule appointments for clients with referral organizations.

Escort clients to appointments (i.e.-housing, entitlements, educational, medical, social service, etc.).

Assist clients in completing applications for benefits and entitlements, and/or process applications on clients' behalf.

Work with clients to break through barriers to client goals and to assist clients in advocating for themselves and in moving toward self-sufficiency.

Recommend and implement strategies to persuade clients to participate more fully in this process.

Monitor clients' progress toward their goals (dates achieved) via regularly scheduled telephone contact and/or face-to-face home and office visits, and document via progress notes.

Follow-up with clients and with referral organizations regarding client contact and progress with referral organization.

Act as client liaison/client advocate with outside organizations regarding such matters as education, healthcare, housing, legal issues, etc.

Provide all required information for weekly/monthly/quarterly/annual reports.

May recommend closing of cases in which clients have: (a) achieved primary goals and have maintained stability for a period of months; or, (b) have not demonstrated a willingness to participate in the process (lost-to-service); or, (c) have become ineligible for services (e.g. moved out of area).

May follow-up with clients for a period of time after successful completion of their primary goals to assure client stability.

May complete Relocation Case Review (RCS) for referral for aftercare services.

May prepare marketing materials for the program.

May prescreen clients over the telephone for eligibility and may schedule intake appointments.

Tasks may be modified, expanded and/or assigned over time.

**Experience/Requirements**

Bachelor's degree (e. g., B.A., B.S.W.) and/or equivalent experience.

**OTHER REQUIREMENTS:**

Must obtain State Central Registry (SCR) clearance, The Register of Substantiated Category One Cases of Abuse or Neglect aka Staff Exclusion List (SEL) clearance and Criminal history information checks via fingerprinting with New York State Division of Criminal Justice Services prior to start of employment.

Ability to maintain clearances throughout the duration of employment.

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

**Agency:** CAMBA -- SSA**Site:** -- Aff.**Position:** Program Director**Job Location:** Brooklyn**Posted:** 6/24/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Chanelle Nau

Email:

**Job Description**

CAMBA's The Landing Family Shelter is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 169 families who are in a transitional residence program for homeless families. The three story facility has rooms of various sizes, common areas and provides on-site security and social services.

**Responsibilities of The Program Director:**

- Maintain professional relationships with clients and client confidentiality.
- Practice Universal Precautions/Standard Protocol & Procedures.
- Comply with any and all Federal, State, City and CAMBA security and privacy polices intended to protect the security and privacy of individually identifiable health information.
- Clearly communicate both CAMBA's and funders' policies, requirements, guidelines, and program performance targets to staff.
- Communicate with peers in other CAMBA shelters and external agencies on issues related to client progress and best program practices.
- Work with all staff to set staff performance targets in accordance with contract requirements.
- Ensure that all direct and subordinate staff complies with CAMBA's and funders' polices and rules.
- Oversee all program operations and manage direct reporting program staff and their subordinates.
- Develop and implement Quality Assurance measures to ensure quality service delivery to clients.
- Ensure that all client files and program files are kept in compliance with CAMBA's and funder's standards.
- Direct, coordinate, supervise and document programmatic activities facilitated by direct reporting staff.
- Observe staff engaging with clients and/or supervisors and their direct reports.
- Conduct client and program progress reviews with staff.
- Prepare, review and ensure the accuracy and timeliness of, contract reports and statistical information for both CAMBA management and funder use.
- Analyze program and demographic data to make programmatic improvements.
- Conduct regular staff meetings.
- Oversee onsite and organize offsite training opportunities for professional development of staff.
- Ensure that the site meets all regulatory compliance (i.e.-health, DHS, OTDA, Callahan, RSRI, safety, and fire department).
- Ensure that all housing goals, targets, and performance outcomes are met on a monthly/quarterly/annual basis.
- Ensure staff utilization of electronic database and conduct oversight to ensure data integrity.
- Direct and coordinate the hiring and firing of shelter staff (in consultation and agreement with Human Resources).
- Ensure that any disciplinary action taken, regarding staff, is in compliance with CAMBA's disciplinary policy and procedure.
- Liaison with community leaders and groups to build connections, gain support and troubleshoot issues/concerns.
- Initiate and proactively create solutions to address gaps in shelter services or staff performance (i.e., basic computer training use of technology).
- Address and implement resolutions to client/staff complaints in a timely manner.
- Develop and implement crisis prevention and/or intervention strategies to ensure a safe and secure environment.
- Interact and troubleshoot issues with subcontractors and vendors (i.e.-food, medical, laundry, technology, etc.)
- Review and sign time sheets.
- Supervise, review and approve staff and subordinates' training, vacation and leave.
- Prepare performance appraisals for direct reporting program staff.
- Participate in staff/funder/community and all outside agency meetings as requested.
- Immediately report to the appropriate Vice President any: monitoring visits or funders' events; significant events; any incident that might subject CAMBA to liability.
- Confer with the Vice President and/or other CAMBA management staff as needed regarding programmatic and personnel issues.
- May interact with funders.
- May have direct client service/program responsibilities in addition to the above.
- Tasks may be modified, expanded and/or assigned over time.

**Experience/Requirements**

- Bachelor's degree (B. A.) and three years of applicable experience and/or equivalent experience. Master's degree preferred. (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).
- Ability to be on call 24 hours a day, 7 days a week.
- Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** ART INSTRUCTOR**Job Location:** Brooklyn**Posted:** 7/8/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

This is a 3 days per week position responsible for the development and facilitation of weekly art classes based on a general arts and crafts curriculum at The Hegeman. Candidates must possess the ability to teach actively, pace instruction for varying skill levels, and create a pleasant atmosphere. The instructor must maintain documentation of client participation each week.

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 Art Instructor at the Hegeman. The Hegeman is a permanent supportive housing residence located in Brownsville, Brooklyn, for 160 low income tenants, many of whom have histories of mental illness, homelessness, and substance abuse. The building has a LEED (Leadership in Energy and Environmental Safety Design) silver rating and includes a 24/7 attended lobby, a community garden, a computer room, and a fitness room.

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

**Experience/Requirements**

- BA and 1 year of art instruction experience
- Demonstrated ability to serve a special needs population such as the formerly homeless and/or mentally ill
- Related experience and knowledge of designated therapeutic activity
- Good verbal and written communication skills
- Computer literacy
- Bilingual Spanish/English preferred

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

Please apply at [www.cucs.org](http://www.cucs.org).

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager (Outreach)**Job Location:** Manhattan**Posted:** 7/8/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

The Center for Urban Community Services (CUCS), a national leader in the development of effective housing and service initiatives invites applications for the Case Manager position on the Manhattan Outreach Consortium's CUCS team. CUCS is the lead support agency in the Manhattan Outreach Consortium (MOC). MOC is a coalition of three neighborhood-based organizations working together with homeless people living on Manhattan streets. MOC and the CUCS team are expanding to provide more comprehensive services to people staying on the street.

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

**Experience/Requirements**

- Must have valid driver's license.
- BA plus 2 years direct service experience with indicated populations, BSW and 1 year, or HS diploma and 6 years direct service experience with indicated populations. Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants without full degrees.
- Must be able to work effectively as part of a team.
- Relevant experience working with population served by the program preferred.
- Applicants who speak Spanish will be prioritized

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

Please apply at [www.cucs.org](http://www.cucs.org).

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**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Licensed Practical Nurse**Job Location:** Brooklyn**Posted:** 8/5/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Email:

**Job Description**

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

The Licensed Practical Nurse will work in collaboration with both CUCS and Janian Medical staff, which will include a primary care provider, psychiatrist, medical assistant, and social workers. Program services include: housing placement, comprehensive health, mental health, and case management services. Scheduled hours will be Monday through Friday from 3:00-11:00pm, with some flexibility.

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

Ordering, storage, administration and documentation of medications for patients as per agency policy and training. The LPN has a management and leadership role in this process. Duties may include:

- Checking medications into the system; maintaining accurate patient medication lists

- Maintaining a highly organized medication cart

- Maintaining an accurate and secure controlled substances drawer

- Anticipate needed refills

- Liaising frequently with pharmacy staff

- Updating orders in a timely manner, from on-site and off-site providers

- Dispensing medications to patients and documenting per agency policy

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

- Provide nursing care

- Observe, measure, record and report clinical data relating to patient health status

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

- Provide healthcare teaching and support as well as personal hygiene assistance/counseling to clients

- Escorting and chaperoning patients to healthcare appointments

- Communication with physicians and other providers to coordinate care and obtain information, reports and notes. Compilation of patient health information

- Maintenance of medical office, including:

- care and maintenance of medical equipment

- maintaining inventory of medical supplies

- Participating in staff meetings and other case conferencing meetings

- Maintaining professional, working relationship with site staff

**Experience/Requirements**

LPN license required; at least one year experience with mentally ill population preferred. Excellent verbal and written communication skills and computer literacy required. Close attention to detail is essential. Bilingual English/Spanish preferred, but not required.

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

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

**Agency:** Girls Educational & Mentoring Services (GEMS) --  
**Site:** Girls Educational & Mentoring Services --  
**Position:** Economic Empowerment Director  
**Job Location:** Manhattan

**Posted:** 8/19/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Operations Department  
 Email: resumes@gems-girls.org

**Job Description**

The Economic Empowerment Director (EED) is responsible for designing and implementing both macro and micro level economic empowerment programming for girls and young women who have experienced commercial sexual exploitation and domestic trafficking. The goal of GEMS' economic empowerment programming is to support its members in reaching their educational and vocational goals and move toward economic independence. The Economic Empowerment Director will lead a team of educational and employment-readiness specialists to deliver its Educational Initiative and Pathways programs and financial literacy curriculum. The economic empowerment team will utilize a trauma-informed and strengths-based lens to provide both individual and group support to members and identify and build relationships with appropriate community partners. The Economic Empowerment Director will serve as an integral part of the Support Services Team and will support all staff to move members toward economic independence by breaking intergenerational cycles of poverty.

Tasks and Responsibilities: This statement of duties is for the purpose of identifying this position, but it is not limited to:

**Economic Empowerment Programming:**

- Provide overall direction for strategic learning and development within the organization generally and to the Economic Empowerment Program.
- Research, develop and facilitate educational preparation, employment readiness, and financial literacy programming that is trauma- and survivor-informed, utilizes best practices, and is responsive to member wants and needs.
- Supervise the Economic Employment Manager, including creating opportunities for skill enhancement, training development and special projects as they arise.
- Develop and implement strengths-based educational and employment readiness assessments and plans with individual members based on their interests, skills and goals to support them in developing a career pathway to living wage employment.
- Create realistic budgets with members that utilizes available resources and supports them in moving toward their definition of economic independence.
- Facilitate weekly employment readiness, skill-building and financial literacy workshops with members, including resume and cover letter writing, job search and interview skills, budgeting, credit, bank accounts, Microsoft Office, office behavior and skills, etc.
- Identify ways to decrease physical and emotional barriers to education and employment, including the use of financial incentives, Metrocards, in-house tutoring, etc., to ensure members are motivated and able to succeed in educational programs, vocational training, internships/externships and/or employment.
- Provide ongoing education and job coaching to ensure retention; match members to professional mentors in their field of interest.
- Lead related events, activities and field trips to expose members to an array of educational and vocational opportunities and careers, such as college tours, Educational Initiative Ceremony, Career Days, etc.
- Develop and maintain relationships with educational, vocational and job-readiness programs, trade schools, internship programs, and employers that are better positioned with resources and services to support members' needs; provide consistent contact and support.
- Research and develop industry knowledge in key occupations to ensure effective matching of members to educational and employment opportunities.
- Maintain a list of open immediate employment opportunities that members are qualified for.
- In conjunction with members' Support Services Coordinators and the economic empowerment staff, utilize a team approach to provide regular check-ins, case management and advocacy.
- Manage and edit resource binders, program manuals, forms and contracts; support Program Director in building out data collection forms in the data management system, Apricot.
- In coordination with the Training Department plan for and help facilitate trainings for community partners.

**Administrative Duties:**

- Attend weekly or bi-weekly supervision meetings.
- Provide weekly supervision and professional development opportunities to economic empowerment staff.
- Attend weekly all staff, case conferencing, grand rounds or professional development meetings, and retreats and trainings as needed.
- Responsible for data collection, documenting and reporting on program outputs, outcomes and quality indicators into the data management system, Apricot; evaluate the effectiveness of the Educational Initiative and Pathways programs and use results to improve.
- Responsible for member stipends related to economic empowerment programming; create and monitor monthly program budgets; complete check requests and expense reports in a timely manner.
- Maintain the economic empowerment space/computer lab and work in conjunction with the Operations Department to ensure technology is up-to-date and working.
- Support with grant writing and reporting to funders around economic empowerment activities and programs.
- Support with the day-to-day responsibilities and staffing of the drop-in center, including but not limited to, engaging with members, supporting or facilitating Youth Development groups, supporting with homework, job searches, etc., staffing the front desk, assisting with donations and basic needs, etc.
- Provide on-call crisis intervention support when needed.

**Experience/Requirements**

- At least 3- 5 years of experience in the Director role
- At least 3-5 years of experience supervising staff
- Bachelor's Degree required; MA preferred
- Minimum four years of experience planning and facilitating educational and/or job readiness programming
- Demonstrated experience developing youth development, work readiness curricula and lesson plans
- Knowledge of educational and employment barriers for low-income youth and victims of violence in NYC
- Knowledge of NYC workforce landscape and resources
- Ability to serve as a strong role model, provide guidance to students and young workers, and mediate conflict as needed
- Strong communication and interpersonal skills and ability to work in a busy professional setting
- Strong project management skills, including managing competing priorities and meeting deadlines; ability to adapt strategy to changing conditions and communicate changes effectively
- Computer proficiency in Microsoft Office, Google Docs, internet research and social media
- Highly motivated, with proven capacity to work independently, take initiative, and thrive in high-paced entrepreneurial environment
- Passion for youth and community development and social justice
- Commitment to the vision and mission of Girls Educational and Mentoring Services
- Willingness to travel to residential and community program spaces, and community partner sites
- Supervision experience preferred

**Job Competencies:**

- Attention to Detail
- Attitude toward Others
- Emotional Control
- Empathetic Outlook
- Excellent written and verbal communication
- Flexibility
- Following Directions
- Initiative
- Meeting Standards
- Multitasking
- Personal Accountability



Project/Task and Goals Focus  
Respect for Policies  
Team Player  
Behavioral Competencies:  
Adaptable  
Organized Workplace  
GEMS Core Values:  
Development Grounded  
Trauma informed  
Culturally competent  
Social justice oriented  
Gender responsive  
Survivor leadership

GEMS Principles:  
Survivor Leadership  
Transformational Relationships

Please email on PDF or MS Word format a cover letter explaining why

you would like to work at GEMS and how your experience and expertise will help us carry on with our mission; also send resume and salary requirement with Economic Empowerment Director in the subject line to our Operations Department at Jessica@gems-girls.org. All applications must include a cover letter that is relevant to GEMS! WE WILL BE REVIEWING ONLY APPLICATIONS WITH SALARY REQUIREMENT AND A COVER LETTER INCLUDED. No phone calls please!  
SURVIVORS AND WOMEN OF COLOR ARE ENCOURAGED TO APPLY!

**MA-MSW-CSW Required**

**Agency:** CAMBA -- SSA  
**Site:** -- Aff.

**Posted:** 6/24/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
Chanelle Nau  
Email:

**Position:** Attorney I (Housing)

**Job Location:** Citywide

**Job Description**

\*There are vacancies in Brooklyn and in Staten Island\*

The Housing Unit, in particular, preserves affording housing for Brooklyn's low-income communities through representation of low-income individuals and families throughout Brooklyn who are facing threats of eviction, harassment, or issues of habitability. Additionally, we advocate on the behalf of clients to retain or attain crucial public benefits that can preserve affordable housing.

The Housing Attorney is expected to:

- Provide direct legal representation and advice to the clients of CAMBA Legal Services.
- Litigate cases in housing court, administrative forums, and other state and federal courts on behalf of people facing eviction, and in affirmative cases challenging actors who threaten Brooklyn residents' ability to obtain or retain affordable housing
- Regularly appear in court, persuasively advocate for clients, conduct interviews, draft motions, prepare for trial, and negotiate settlements
- Display an understanding and sensitivity to the lived experiences of our diverse clientele.

**Experience/Requirements**

- Juris Doctorate
- Licensed to practice law in NY State or eligible for Admission by Motion to NY State.
- Must be admitted to New York State Bar or be eligible for admission
- Knowledge of, and experience in, landlord/tenant law preferred
- Demonstrated commitment to poverty law and social justice work
- Superb analytical, writing, and communication skills; ability to multi-task in fast-paced environment; excellent organizational skills
- Ability to converse with clients in a language other than English preferred (Haitian/Creole, Arabic, Spanish, Russian, etc.)

**HOW TO APPLY:**

Please send resume, writing sample and cover letter in MS word attachment to: submitresumes@CAMBA.org. Please write "Attorney I (Housing), CAMBA Legal Services (CLS)--Housing Unit" in subject of e-mail.

**Agency:** CAMBA -- SSA**Site:** -- Aff.**Position:** Clinical Care Supervisor**Job Location:** Citywide**Posted:** 6/24/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Chanelle Nau

Email:

**Job Description**

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

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

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

**Experience/Requirements**

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

**Other Requirements:**

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

- Must have NY Clinical Social Worker License.\*

**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** Assistant Program Director  
**Job Location:** Manhattan

**Posted:** 7/8/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Email:

**Job Description**

The Assistant Program Director role is extremely dynamic in nature and vital to supporting the Program Director in the optimal functioning of the site. An overview of the responsibilities are as follows:

**Program Management and Development:**

- Demonstrate strong critical thinking skills in order to appropriately assess and respond to a diverse array of situations.
- Identify and implement effective processes and procedures for accomplishing work and identify problems and proactively participate in addressing them.
- Function as a leader in the program's development, management, and evaluation efforts.
- Work together with the Program Director, identify needs and problems of the program as a whole. (i.e. personnel management, program development, partner agency relationships, etc.). Demonstrate initiative in responding to identified needs/problems. Act as a leader in the implementation of program initiatives. Prepare staff for new initiatives.
- Implement site and unit protocols, policies and procedures. Implement site and unit protocols, policies and procedures.
- Know and, and implement/adhere to agency/site policies and procedures. Work with supervisees and all staff to ensure uniform adherence to agency policies and procedures. (i.e. personnel policies, site and unit protocols, agency and site's fiscal control policies, procedures and practices, etc.)
- Assist in the coordination of site-based in-service training on clinical and programmatic issues and other trainings as needed or assigned. Provide in-service training in areas of specialization or expertise.
- Provide leadership that fosters cooperation among staff clinical teams.
- Provide leadership in staff meetings in a manner that encourages participation of all staff and supports a culture of respect and courtesy.
- Assist in resource development.

**Supervision:**

- Provide weekly supervision to one Tenant Services Coordinator
- Provide weekly task & scheduling oversight to four Per-Diem staff.
- Act as the liaison between our affiliate- Janian Medical and Janian Psychiatric Services and Prince George clinical staff, which includes daily sign in and out with Janian providers, as well as completing and emailing sign out notes daily to clinical staff for follow up.

**Contract Compliance:**

- Running weekly reports in our charting databases - Cerner and AWARDS in order to ensure that all documentation (including, but not limited to, progress notes, service plans, health forms, reports, etc.) is completed by direct service staff in a timely manner and within established deadlines as per agency and funding sources standards.
- Ensure that the documentation completed by direct service staff is accurate, relevant, concise and concise, accurately reflects the work being done with the clients, and is appropriate to the setting.
- Consistently reinforce agency's standards that quality documentation and record keeping supports quality services for clients.
- Independently managing other tasks and projects as assigned.

**Experience/Requirements**

- LCSW is Required
- Minimum of 4 years post-masters applicable experience with related populations including supervisory, administrative, and management experience
- Strong writing and verbal communication skills
- Computer literacy
- Bilingual Spanish/English is preferred
- Training experience preferred

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

Please apply at [www.cucs.org](http://www.cucs.org).

**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** Assistant Program Director  
**Job Location:** Bronx

**Posted:** 8/5/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 Email:

**Job Description**

The Park House and Webster Ave residences are new supportive housing sites 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 will provide social services at both sites. The Webster houses 170 tenants and Park House houses 20 special needs tenants.

**Responsibilities:** This position works closely with the Program Director and has the primary responsibility for supervision of designated clinical staff and oversight of the site's special services programs, including on-site psychiatric and medical services. Additionally, this individual is responsible for maintaining good relations with funders and other stakeholders, and developing and maintaining a program culture that is client centered, outcome oriented, and dedicated to continuous quality improvement.

**Experience/Requirements**

- LCSW
- Minimum of 4 years post-masters applicable experience with related populations including supervisory, administrative, and management experience
- Strong verbal and written communication skills
- Computer literacy
- Bilingual Spanish/English is preferred

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

**Posted:** 5/28/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Park House and Webster Ave residences are new supportive housing sites 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 will provide social services at both sites. The Webster will house 170 tenants and Park House will house 20 special needs tenants. CUCS will provide 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.

**Experience/Requirements**

The Clinical Supervisor is responsible for the supervision and direct oversight of a clinical services team. This position has significant decision-making, supervisory, administrative, program management and service delivery responsibilities, including but not limited to, site management, inter-team coordination, contract regulatory/policy compliance, and managed care linkages. During the initial rent up, the Clinical Supervisor will be involved in hiring and rent up processes.

Experience and Education Requirements:

External applicants:

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

You can apply online at [www.cucs.org](http://www.cucs.org)

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

**Posted:** 7/8/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for the Clinical Supervisor position at the Schermerhorn, a 116 unit permanent supportive housing residence located in Boerum Hill, Brooklyn, for low income tenants, many of whom have histories of mental illness, homelessness, and substance abuse.

CUCS provides comprehensive on-site social services using a recovery orientation, which includes the implementation of evidence based practices such as Supported Employment and Trauma Informed Care.

The Clinical Coordinator is responsible for the supervision and direct oversight of a clinical services team. This position has significant decision making, supervisory, administrative, program management and service delivery responsibilities, including ensuring staff productivity, the achievement of measurable outcomes, and recipient satisfaction. This person will also be expected to participate in and contribute to a program culture that is client centered, outcome oriented, and dedicated to continuous quality improvement.

**Experience/Requirements**

Requirements: LMSW, experience with related populations, supervisory experience. Strong verbal and written communication skills and computer literacy required. Bilingual English/Spanish preferred.

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

**Posted:** 5/28/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Clinical Coordinator is an integral member of the service team, providing supervision to staff, developing relationships with stakeholders, participating in overall program management, tracking progress towards targets, and overseeing the day-to-day operations of the team. This position has significant decision making, supervisory, administrative, program management and service delivery responsibilities including but not limited to site management, program development, inter-team coordination and contract/policy compliance. The ideal candidate will be creative clinically and administratively, have strong organization skills, and demonstrated leadership abilities. This person will be expected to participate in and contribute to a program culture that is person-centered, outcome-oriented and dedicated to continuous quality improvement. There is no Assistance with Self-Administration of Medication or Money Management services associated with this position.

**Experience/Requirements**

- Valid Driver's license
- LCSW
- Relevant post-master's experience
- Strong writing and verbal communication skills
- Computer literacy, especially in regards to Microsoft Excel, Outlook, and Word.
- Must be able to work effectively as part of a team.

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You can apply online at [www.cucs.org](http://www.cucs.org).

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

**Posted:** 7/8/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Overnight Supervisor is responsible for ensuring that their supervisees are helping clients to adjust to the shelter community; helping their team to function well and meet their contractual obligations, including housing placement; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values, and vision statements. The Overnight supervisor is responsible for bed management, crisis intervention and maintaining a safe environment on the overnight shift.

The Overnight Social Work Supervisor is part of the their program's management team, and is therefore, also responsible for helping to ensure that their program provides the best services possible for its clients, is an engaging and rewarding place for staff to work, and has a culture which promotes continuous learning and improvement. The Overnight Supervisor may be assigned additional responsibilities.

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 OVERNIGHT SUPERVISOR at the Delta Manor shelter in the Bronx. The program serves 101 homeless men with serious mental illness. Please note that the Delta Manor is a 5 story walk building with no elevator and all candidates must be able to easily transport using the stairs.

**Experience/Requirements**

- Master's Degree in Social Work required (LMSW will be required when required by New York State to provide Social Work services).
- Post-masters direct service experience with populations served by the program preferred
- Strong clinical assessment skills
- Computer literacy
- Strong interpersonal and organizational skills
- Sound judgment, good decision making skills, and a high degree of tact and professionalism
- Good writing and verbal communication skills
- Ability to problem-solve, prioritize, and effectively manage time
- Bilingual English/Spanish preferred

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

**Agency:** Center for Urban Community Services -- SHA**Posted:** 8/5/2019**FT/PT:** PT**Contact Info****Site:** CUCS -- SHA**Benefits:** Unknown**Hrs/Week:****Position:** Per Diem Social Worker**Salary:**

Email:

**Pay/Hr:****Job Location:** Brooklyn**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; coordination with hospitals/collateral providers. You will document all client interactions in progress notes and a weekend program log in order to keep full time staff informed of tenant updates.

The per diem social worker will supervise the Friday evening and Saturday program, looping in on-call staff as needed for consultation and report directly to the Assistant Program Director.

**Experience/Requirements**

LMSW or LCSW

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: Friday evenings 4:30pm – 9pm &amp; Saturday 10am – 4pm. Alternate weekends (2 weekends per month).

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

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**Agency:** Center for Urban Community Services -- SHA**Posted:** 8/5/2019**FT/PT:** PT**Contact Info****Site:** CUCS -- SHA**Benefits:** Unknown**Hrs/Week:****Position:** Per Diem Social Worker**Salary:**

Mail: CUCS

**Job Location:** Manhattan**Pay/Hr:**198 East 121st St. 6th Fl.  
New York, NY 10035**Job Description**

The Prince George is located in the heart of the Flat Iron district of Midtown - Manhattan on 28th street. We are a part of a larger Non-Profit, Social Services agency called The Center for Urban Community Services (CUCS). We primarily offer housing for low income individuals as well as supportive housing to formerly homeless individuals who have suffered various forms of traumas in their past, generally leading to mental illnesses, and substance abuse. The Prince George has 415 units of supportive housing in one building. 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.

The Per-Diem Social Worker helps the day team by continuing to follow up with high risk clients on Friday Evenings 4pm-8pm and Saturday 10am-5pm, every other week.

The Per Diem Social Worker is expected to demonstrate strong skills in clinical assessment and critical thinking and to actively support and work to accomplish the agency's mission and the program's specific goals and objectives. Responsibilities include but are not limited to thee following:

Assisting a small group of clients with "Assistance of Self-Administration of Medications" for Friday evening as well as observing them pack their medications for the weekend.

Providing ad hoc task supervision to the Per Diem Case Manager.

Following up on the "weekend list" which includes checking in and supporting any clients who may be having emergent issues.

Intervening in any emergent issues that may be coming up at the site Friday evening and Saturday.

Effectively communicating with the on-call supervisor at the end of each shift so that they may continue the continuity of care over the remainder of the weekend.

**Experience/Requirements**

LMSW

Minimum of 2 years of applicable post-master's degree direct service experience in the social work field with related populations

Good writing and verbal communication skills

Computer literacy

Bilingual Spanish/English is preferred

Schedule: Friday 4-8pm and Saturday 10-5pm ; alternating weekends.

Please apply at [www.cucs.org](http://www.cucs.org).

**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** Per Diem Social Worker  
**Job Location:** Brooklyn

**Posted:** 7/8/2019 **FT/PT:** PT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Per Diem Social Worker is responsible for providing direct clinical services including outreach and engagement, crisis intervention, provision of general case management/assistance and facilitation of organized groups and activities. The Per Diem Social Worker is also responsible for providing task supervision to weekend clinical case management staff, and carrying out program management activities. The Per Diem Social Worker is expected to demonstrate strong skills in clinical assessment and critical thinking and to actively support and work to accomplish the agency's mission and the program's specific goals and objectives.

Schedule: Friday evenings 4:00pm-9:00pm, Saturday 10:00am-4:00pm, alternate weekends. Flexibility for changes in schedule as needed preferred.

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 SOCIAL WORKER position at the Lee. The Lee, located on the Lower East Side of Manhattan, is a 262 unit supportive housing residence for low income tenants, many of whom have histories of mental illness, homelessness, substance abuse, HIV/AIDS, and/or other chronic medical conditions. Managed by Breaking Ground, The Lee building hosts two social service programs, CUCS and The Door. CUCS provides comprehensive on-site social services to 207 tenants using a recovery orientation, which includes evidence based practices such as Supported Employment, Motivational Interviewing and Wellness Self Management.

**Experience/Requirements**

- LMSW
- Minimum of 2 years of applicable post-master's degree direct service experience in the social work field with related populations
- Good writing and verbal communication skills
- Computer literacy
- Bilingual Spanish/English is preferred

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**Agency:** Center for Urban Community Services -- SHA  
**Site:** CUCS -- SHA  
**Position:** SINGLE STOP COORDINATOR  
**Job Location:** Citywide

**Posted:** 8/5/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for a Single Stop Coordinator position at Single Stop. The Single Stop program is designed to reduce poverty by providing individuals and families with assistance obtaining entitlement benefits, access to free tax preparation services, legal help and advice, credit counseling, crisis assistance, and general information and referral services.

CUCS operates six Single Stop sites in Manhattan, the Bronx and Brooklyn. The sites are located within CUCS programs as well as within partner organizations such as the Department of Veteran Affairs Healthcare network and the Workforce1 Center. We are a diverse team who are hard working, client centered and willing to do whatever it takes to get the job done. We are seeking a Coordinator to oversee our Veteran and WF1 Single Stop sites. This position will require travel between multiple locations in multiple boroughs.

This is an exciting leadership position where the Single Stop coordinator is responsible for the direct oversight and supervision of Single Stop sites within the VA Hospitals of NYC and the Bronx WF1 Center.

This position has significant decision-making, supervisory, administrative and program management responsibilities. This includes supervising multiple case managers, working collaboratively with other service providers both onsite and off, and engaging with clients and their families to ensure they are able to meet their most basic needs of self-sufficiency. This person must be comfortable doing presentations in the community and recruiting clients to engage in services.

**Responsibilities:**

- Use strong managerial skills to continue to build a high performance team
- Utilize funder and internal mechanisms to input client information, monitor site performance toward goals and assist with reporting
- Manage internal relationships with partners as well as external relationships with community partners
- Present program services to groups within the community to engage potential clients or referring organizations
- Meet with clients to assess their level of needs and provide site coverage as needed
- Assist the Program Director with operations as assigned

**Experience/Requirements**

- Master's Degree in related field and 2 years of supervisory experience
- Working knowledge of public and/or Veteran benefits required
- Knowledge of and interest in working with the veteran community preferred
- Must be comfortable working within a hospital setting
- Strong organizational, writing, and interpersonal skills
- Ability to problem solve and develop creative strategies and solutions
- Computer literacy required
- Travel between multiple offices and boroughs required

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

**Posted:** 8/5/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Uptown/SSAP program is a scattered site apartment program providing services to clients who reside in the Washington Heights neighborhood of Manhattan and various neighborhoods in the Bronx. In addition to the unique leadership opportunities of the Social Work position, this employee will have the opportunity to work with families. The ideal candidate has the ability to flex their schedule a few times a month slightly outside of 9 to 5.

The position requires the ability to manage a schedule that balances the specific duties of a masters level Social Worker, thorough and timely clinical documentation, and field work.

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

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

**Experience/Requirements**

Social Worker 1  
Master's Degree in Social Work (LMSW will be required when required by New York State to provide Social Work services)

Social Worker 2  
Master's Degree in Social Work (LMSW will be required when required by New York State to provide Social Work services) plus 2 years of applicable post-master's degree direct service experience in the Social Work field with related populations  
Good verbal and written communication skills  
Computer literacy  
Bilingual Spanish/English preferred

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

**Posted:** 8/5/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Intake and Group Services Social Worker is primarily responsible for client intake at shelter programs. 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 Social Worker 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.

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

**Experience/Requirements**

- Master's Degree in Social Work required (LMSW will be required when required by New York State to provide Social Work services).
  - Post-masters direct service experience with populations served by the program preferred
  - Strong clinical assessment skills
  - Computer literacy
  - Strong interpersonal and organizational skills
  - Sound judgment, good decision making skills, and a high degree of tact and professionalism
  - Good writing and verbal communication skills
  - Ability to problem-solve, prioritize, and effectively manage time
- Bilingual English/Spanish preferred

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

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

**Posted:** 7/8/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

The Uptown/SSAP program is a scattered site apartment program providing services to clients who reside in the Washington Heights neighborhood of Manhattan and various neighborhoods in the Bronx. In addition to the unique leadership opportunities of the Social Work position, this employee will have the opportunity to work with families. The ideal candidate has the ability to flex their schedule a few times a month slightly outside of 9 to 5.

The position requires the ability to manage a schedule that balances the specific duties of a masters level Social Worker, thorough and timely clinical documentation, and field work.

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

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

**Experience/Requirements**

Social Worker 1

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

Social Worker 2

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

- Good verbal and written communication skills
- Computer literacy
- Bilingual Spanish/English preferred

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

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

**Posted:** 8/5/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

Email:

**Job Description**

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

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.

**Experience/Requirements**

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

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

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**Agency:** Center for Urban Community Services -- SHA**Posted:** 5/28/2019**FT/PT:** FT**Contact Info****Site:** CUCS -- SHA**Benefits:** Unknown**Hrs/Week:****Position:** Social Worker (Career Network)**Salary:**

Email:

**Pay/Hr:****Job Location:** Brooklyn**Job Description**

The social worker position provides a full range of employment services to individuals and adjusts interventions as needed based on the social worker's assessment of participant needs. Direct services experience with population served by the program is preferred as this position is responsible for direct oversight of a caseload.

Clinical supervision offered for this position can be applied toward LCSW licensure or licensure as a Mental Health Counselor.

The Career Network, is an innovative program that uses the evidence-based practice of supported employment to help program participants achieve their employment goals.

This position is based at one of our Brooklyn sites. We are a part of a larger Non-Profit, Social Services agency called The Center for Urban Community Services (CUCS).

We provide services to both CUCS's supported housing programs and to individuals with special needs living in the community at large. We work with individuals with various special needs including a history of severe and persistent mental illness, HIV/AIDS and/or a history of homelessness. Our services are person-centered, using a strengths-based, harm reduction model. We work collaboratively as a team of social workers to develop clinical and workforce development interventions to help our participants thrive as they try out challenges in the world of work. The program seeks to assist participants in their recovery path with the goal of assisting them toward living a full and satisfying life in the community.

**Experience/Requirements**

MSW required, LMSW preferred or a Masters degree in Mental Health Counseling.

CUCS requires that all full-time social workers who provide services within the LMSW or LCSW scope of practice to have a license within 6 months from date of hire.

Recent and upcoming graduates and experienced clinicians encouraged to apply.

Relevant experience working with people diagnosed with severe and persistent mental illness preferred.

Must have excellent outreach, assessment, written and verbal communication skills.

Must be able to work effectively as a team.

Bi-Lingual English/Spanish preferred.

Computer literacy.

Knowledge of entitlements a plus.

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

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You can apply at [www.cucs.org](http://www.cucs.org)

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**Agency:** Community Access -- SSA  
**Site:** Community Access -- SSA  
**Position:** ACT Harm Reduction Spclst.

**Posted:** 7/8/2019 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**  
 HR Dept.  
 Email:

**Job Location:** Bronx

**Job Description**

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

Salary: \$50000

Work Schedule: Full Time

**Essential Job Functions**

**Harm Reduction specialist-related:**

- Complete substance use screenings and assessments.
- Identify participant treatment and support service needs and associated service plan objectives based on stages of change and assessment results, including risk associated with harmful behaviors.
- Function as resource on harm reduction and substance use and guide team in morning and weekly clinical meetings on these issues.
- Provide harm reduction services, integrated substance use treatment and relapse prevention.
- Provide harm reduction, relapse prevention and other groups that are responsive to need and interest.
- Link participants to self-help recovery groups.
- Advocate in securing emergency detox and rehabilitation care, and other community supports that promote integrated dual disorder treatment.
- Direct standards for toxicology screens in accordance with Assisted Outpatient Treatment (AOT) orders and other required expectations.

**Comprehensive ACT services-related:**

- Assess and provide services to participants to address health and wellness, housing, income support, education, vocational training, employment and social supports.
- Complete initial comprehensive recovery-oriented service plan and 6-month plan review incorporating participant and relevant others' feedback.
- Provide ACT treatment services including: service planning and coordination; problem solving; support with obtaining housing; developing social connections; strengthening family and other relationships; developing independent living skills and obtaining necessary resources; accessing and accessing education and training; employment supports (job search, placement and support); entitlement and financial management; empowerment and self-help; wellness self-management with a focus on the development of coping skills; support with medications; and weekly groups.
- Use motivational interviewing, recovery and trauma-informed approaches when delivering services.
- Complete crisis intervention and relapse prevention plans.
- Collaborative with participants, families and natural supports, shelter and community partners to promote attainment of treatment and recovery goals.
- Coordinate discharge in collaboration with inpatient and ER staff when participants have involvement.
- Complete thorough, timely and accurate documentation and adequate authorization records consistent with billing, regulatory, policy and contractual requirements.
- Complete expected minimum monthly treatment contacts of which 80% occur in the community.
- Provide 24-hour crisis intervention on-call services on rotating basis.

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

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Commitment to person-centered treatment strategies, upholding participants' rights, and self-determination in service provision.
- Minimum of Credentialed Alcoholism and Substance Abuse Counselor (CASAC); with New York Certified Peer Specialist (NYCPS) preferred.
- Personal experience of recovery preferred.
- Minimum of two (2) years experience working with individuals with a mental health condition with co-occurring substance use disorder.
- Knowledge, skills and experience in motivational interviewing, stage-wise treatment, and mental health and substance use assessment.
- Knowledge of ACT services and model, preferred. Available to work a flexible schedule, mornings, evenings and weekends in response to participant needs.
- Bilingual Spanish-speaking, preferred.
- Must be fingerprinted and cleared by the New York State Justice Center.

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** ACT Housing & Fam. Splclst.**Job Location:** Bronx**Posted:** 7/8/2019**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

Email:

**Job Description**

The Housing and Family Specialist is responsible for providing information and technical assistance about NYC housing options and the HRA 2010e application process to individuals living with serious mental illness and their advocates. The Housing Specialist is also responsible for providing referral assistance on SPOA Housing and NY/NY applications, as well as providing in-service education to other ACT staff for the purpose of assisting participants in completing their housing goals. The Housing and Family Specialist is also responsible for integrating family goals and services with the tasks of all ACT team members and for providing family psycho-education individually and in groups. The Housing and Family Specialist works as part of a multi-disciplinary team providing the range of ACT services to assist participants in achieving their treatment, rehabilitation and recovery goals.

Job Type: Full Time

Salary:\$50k

Location: Bronx

**Essential Job Functions**

Ensure timely responsiveness, coverage, and coordination of participants' housing needs, including but not limited to submitting HRA 2010e packets, utilizing vacancy rosters to identify housing options, developing and utilizing tracking systems for submitted applications, and visiting housing providers' facilities to develop and maintain positive working relationships.

Coordinate with DHS shelter staff to troubleshoot housing application challenges and ensure all participants have active plans for accessing housing.

Coordinate and facilitate the housing referral process: arrange and prepare participants for housing interviews; assist with transportation, accompany on tours and assist with participant move-ins.

Conduct individualized and group meetings and workshops focusing on housing placement issues.

Take lead responsibility for integrating family goals, services and intervention strategies with the tasks of all team members.

Provide individual and group family psycho-education.

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

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

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

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

Complete crisis intervention and relapse prevention plans.

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

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

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

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

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

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

**Experience/Requirements**

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

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

A minimum of three (3) years of working with people with co-occurring mental health and substance use issues and a history of homelessness with the objective of assisting them with securing permanent housing.

Knowledge of low income housing in New York City and special needs housing including NY/NY Supportive Housing and Section 8 housing.

Experience working with families or with individuals who have complex family relationships and/or social integration goals.

Excellent oral, writing, and listening skills.

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

Computer proficiency, Microsoft Word, Excel.

Bilingual Spanish-speaking, preferred

Master's Degree in Social Work, Public Health or other similar field.

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

**Agency:** Community Access -- SSA**Posted:** 6/10/2019**FT/PT:** PT**Contact Info****Site:** Community Access -- SSA**Benefits:** Unknown**Hrs/Week:**

HR Dept.

**Position:** ACT Team Worker**Salary:**

Email:

**Pay/Hr:****Job Location:** Bronx**Job Description**

The ACT Team Per Diem Team Member is responsible for meeting participants in the community and providing holistic recovery services tailored to the individual's stated needs. The Per Diem Team Member will be responsible for providing ongoing case management services for homeless adults living in Bronx mental health shelters, as well as individuals who have recently transitioned to supportive or independent housing. The Per Diem Team Member is also responsible for integrating person-centered goals and services with the tasks of all ACT team members and for providing psycho-education individually and in groups. The Per Diem Team Member works as part of a multi-disciplinary team providing the range of ACT services to assist participants in achieving their treatment, rehabilitation and recovery goals.

**Essential Job Functions**

- Partner with participants to identify their goals and strategies to empower them to reach their goals

- Actively engage with members of the ACT Team to share insight and perspectives related to mental health services in order to advocate for person-centered services.

- Completion of service plans and assessments on an ongoing basis.

- Providing community escorts to locations such as the social security office, Medicaid office, HRA or other offices at which a program participant would prefer a staff member to be present.

- Educate participants about self-help techniques, coping strategies, processes and community supports and resources.

- Assist in identifying and clarifying rehabilitation and recovery goals.

- Consistently practice according to the principles of recovery-oriented and trauma-informed service delivery

**Comprehensive ACT service activities:**

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

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

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

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

- Complete crisis intervention and relapse prevention plans.

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

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

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

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

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

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

**Experience/Requirements**

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

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

- Licensed Master of Social Work, Licensed Mental Health Counselor or degree in progress for one of these two licenses.

- Knowledge of New York City and/or New York State mental health programs and services

- Excellent oral, writing, and listening skills.

- Computer proficiency, Microsoft Word, Excel. Comfort with learning new systems and paperless record keeping.

- Bilingual Spanish-speaking strongly preferred

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

**Agency:** Girls Educational & Mentoring Services (GEMS) --**Posted:** 8/19/2019**FT/PT:** FT**Site:** Girls Educational & Mentoring Services --**Benefits:** Unknown**Hrs/Week:****Position:** Residential Director**Salary:****Pay/Hr:****Contact Info**

Operations Department

Email: resumes@gems-girls.org

**Job Location:** Manhattan**Job Description**

This statement of duties is for purpose of identifying this position but it is not limited to:

Maintain and promote the cooperative, harmonious, teamwork environment GEMS strives to promote within the workplace. Maintain and promote an atmosphere of dignity and respect in line within the philosophy and policies of GEMS to all residents and staff.

Supervise all house staff, residential counselors and case managers and report to the Chief Program Officer. Responsible for hiring shift counselors and providing ongoing support and training and ensuring open staff communication.

Maintain shift coverage and ensure 24 hour supervision at the residence and ensure utilization rates are high in both GEMS residences.

Ensure safety of residents and promote confidentiality. Comply with all Runaway and Homeless Youth regulations and Office of Violence Against Women regulations.

Maintain thorough and accurate records, files, correspondence and statistics; complete necessary documentation in a timely, accurate and complete manner. May include, but not limited to, case management notes and progress, notations in the TIL log, bed roster, incident reports, sign-in sheets and referrals.

Respond to crisis as needed and respond appropriately to emergencies including contacting appropriate staff, interacting with police, fire and medical personal as needed.

Set and contribute to as safe, therapeutic and empowering atmosphere by enforcing program policies and procedures.

Work in collaboration with staff and members to develop programming that facilitates around life-skills, self-care, personal interaction and healthy social relationships.

Participate in main office events, staff meetings and collaboration with all GEMS staff and members.

Sustain a nurturing and healthy household for all residents and staff alike.

**Experience/Requirements**

Master's degree in social work or related field of study

Prior experience working with youth required. Sensitivity to the needs of runaway and homeless and commercially sexually exploited youth;

Experience working with mental health related issues, complex trauma, substance abuse, domestic violence, HIV/AIDS related issues and crisis intervention techniques;

Strong written/oral communication skills; proficient in the use and operation of computers and basic MS applications

Supervisory experience required

Knowledge of youth development principals

**Job Competencies**

Attention to Detail

Attitude Toward Others

Emotional Control

Empathetic Outlook

Excellent written and verbal communication

Flexibility

Following Directions

Initiative

Meeting Standards

Multitasking

Personal Accountability

Project/Task and Goals Focus

Respect for Policies

Team Player

Behavioral Competencies

Adaptable

Organized Workplace

GEMS Core Values

Development Grounded

Trauma Informed

Culturally Competent

Gender Responsive

Strengths Based

Social Justice Oriented

GEMS Principles

Survivor Leadership

Transformative Relationship

Details at a glance

On-site Location

Full Time Schedule

Master's Degree Required

**How To Apply**

Please email a cover letter, resume and salary requirement with Residential Director in the subject line to our Operations Department resumes@gems-girls.org. WE WILL BE REVIEWING ONLY THOSE RESUMES WITH SALARY REQUIREMENT INCLUDED. No phone calls please!

**SURVIVORS AND WOMEN OF COLOR ARE ENCOURAGED TO APPLY!**

Location

201 West 148th Street, New York, NY 10039