

CUCS JOBS JOURNAL

A PUBLICATION OF THE HOUSING RESOURCE CENTER

VOL. 25, NO. 24

MONDAY, NOVEMBER 23TH

2020

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CUCS JOBS JOURNAL

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

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

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

The next issue of the Jobs Journal will be published **December 7, 2020.**

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

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

Peer Specialist Positions Available With CUCS Intensive Mobile Treatment Team

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

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

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



eNews

For Immediate Release on October 27, 2020

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

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

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

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

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

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

New York Peer Specialist Certification Board, Inc.

3 Atrium Drive, Suite 200

Albany, New York 12205

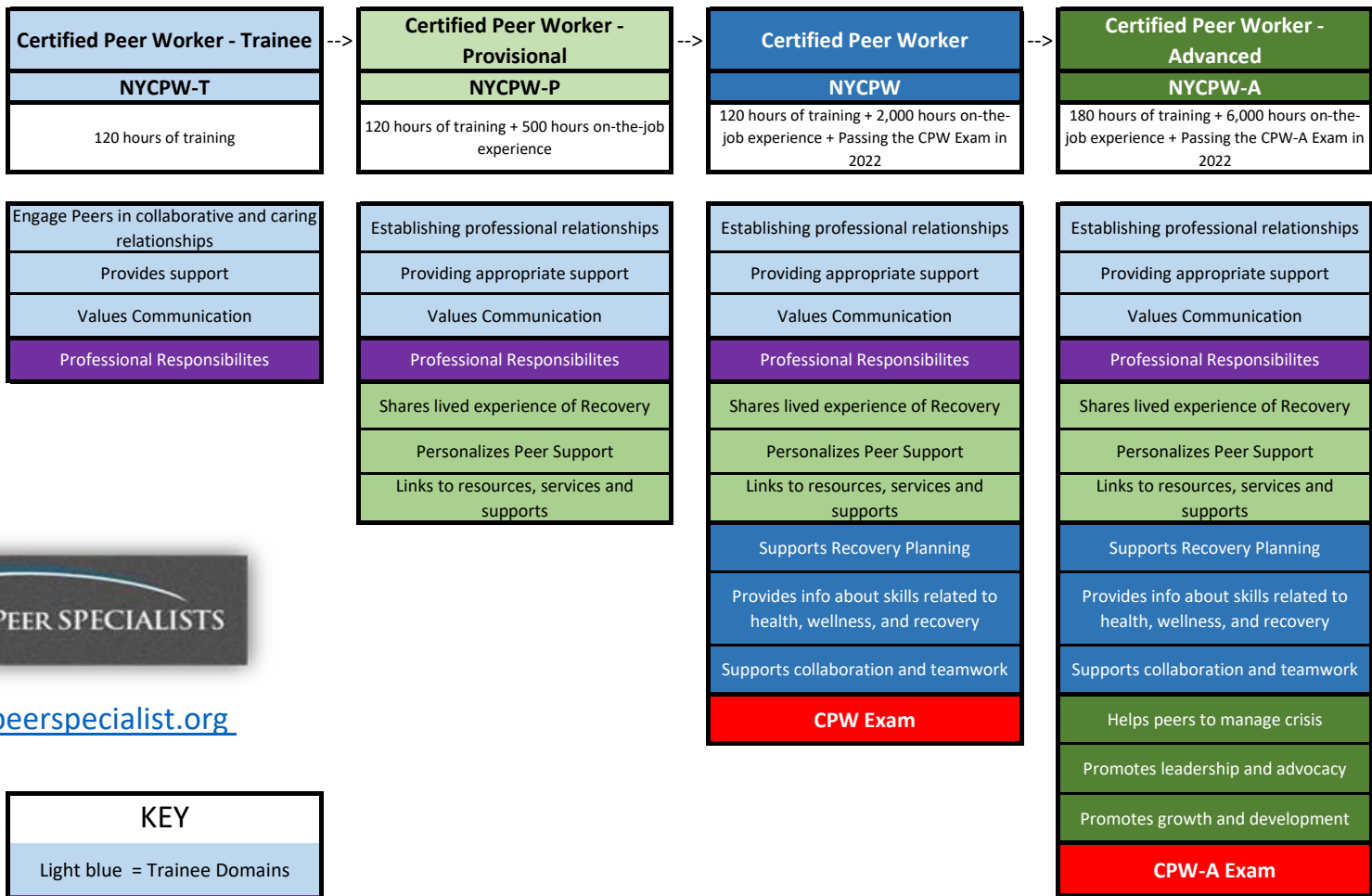
Website: www.nypeerspecialist.org

Email: info@nypeerspecialist.org

T: 518.426.0945

F: 518.434.3823

The New York Certified Peer Worker Job Task Analysis



www.nypeerspecialist.org

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

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

NYPCB Approved October 2020

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

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, November 23, 2020**

HS Diploma/GED Required

Agency: Center for Urban Community Services -- SHA

Site: CUCS -- SHA

Position: Activity Assistant (5th Ave)

Job Location: Brooklyn

Posted: 11/23/2020

Benefits: Unknown

FT/PT: FT

Hrs/Week:

Salary:

Pay/Hr:

Contact Info

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

Job Description

Activity Assistant (5th Ave), Brooklyn

General Information

Job Title:
Activity Assistant (5th Ave)
Location:
575 fifth Avenue
Brooklyn, NY, 11215
United States

Employee Type:
Non-Exempt
Job Category:
Recreational Therapy, Activity Assistant, Supported Housing
Industry:
Recreational Therapy, Behavioral Health , Mental Health

Required Degree:
High school
Manage Others:
No

Description

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

ACTIVITY ASSISTANT (TENANT SERVICES)

35hrs/week

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

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

Experience/Requirements

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

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Bilingual Evening CM**Job Location:** Brooklyn**Posted:** 11/23/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035**Job Description**

HOURS-4pm to 12am Monday through Friday

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

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

Fostering seamless service provision across shifts.

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

Ensuring that clients are safe and comfortable.

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

Providing and supporting opportunities for therapeutic recreation and socialization.

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

Experience/Requirements

HS Diploma and 2 years experience

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager**Job Location:** Bronx**Posted:** 10/12/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035**Job Description**

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

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

Experience/Requirements

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

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

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

Posted: 10/26/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info
 Email:

Job Description

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

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

Experience/Requirements

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

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

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

To apply go to www.cucs.org

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

Posted: 10/26/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info
 Email:

Job Description

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

THIS POSITION IS LOCATED IN THE TIMES SQUARE AREA OF MANHATTAN

Experience/Requirements

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

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

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

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

Posted: 9/28/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

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

Experience/Requirements

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

To apply please go to www.cucs.org.

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

Posted: 11/9/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

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

Experience/Requirements

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

To apply go to www.cucs.org.

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

Posted: 11/23/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

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

Experience/Requirements

- High School Diploma or equivalent
- Experience in homelessness or mental health
- Good interpersonal, engagement and organizational skills
- Good written and verbal communications skills
- Ability to work in a fast paced environment, maintain composure in stressful situations, and work closely with a clinical team
- Bilingual English/Spanish preferred
- Requirements: For CM 1: High School Diploma and 2 years experience. CM2: 2 years as CM 1 or, Bachelor's Degree, or BSW, or, HS Diploma and 4 years relevant experience. For CM 3: 2 years as CM 2, or, Bachelor's Degree or BSW, and 1 year relevant experience, or, HS Diploma and 6 years relevant experience. Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.

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

Posted: 9/14/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

Experience/Requirements

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

To apply go to www.cucs.org

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

Posted: 10/12/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

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

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

Experience/Requirements

- Bilingual English/Spanish Required
 - BSW and 1 year of relevant work experience, or BA and 2 Years of relevant work experience, or High School Diploma or equivalent and 6 years of relevant work experience
 Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas
 - Demonstrated ability to provide services to clients with psychiatric and medical disabilities and with issues of substance abuse.
 - Experience working with families.
 - Computer literacy, excellent writing and verbal communication skills are required.

To apply go to www.cucs.org

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

Posted: 8/31/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

The Christopher is a 167-unit supportive housing residence for single adults located in the Chelsea neighborhood of Manhattan. The building provides permanent, affordable housing and case management services to low income tenants, many of whom have histories of mental illness, homelessness, substance abuse, and /or HIV/AIDS. The Christopher is seeking a full time Case Manager.

Experience/Requirements

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

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

Posted: 8/31/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

Responsibilities:

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

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

Experience/Requirements

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

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

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

Posted: 10/12/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

Experience/Requirements

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

To apply go to www.cucs.org.

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

Posted: 11/23/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

Experience/Requirements

- Bachelor's Degree and 2 years relevant experience, or BSW and 1 year relevant experience, or HS Diploma and 6 years relevant experience (for Case manager 3). Bachelor's Degree, or HS Diploma and 4 years relevant experience (for Case Manager 2). HS Diploma and 2 years experience (for Case Manager 1). For applicants without full degrees, every 30 credits can be substituted for one year of experience
- Applicants with Spanish language proficiency will be prioritized
- Must have valid driver's license

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

Posted: 10/12/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for an ADL Specialist 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 ADL Specialist will work on the evening team 4pm-12am and will be responsible for supporting the program residents with the following:

- Complete routine room checks and generate report to all staff
- Monitor bed areas and prompt clients to clean/de-clutter
- Liaise with program staff to assist residents with move-in/move-out
- Supervise and coordinate weekly linen exchange
- Organize, distribute and track donations
- Organize, distribute and track hygiene supplies
- Client support: prompting to bath, provide verbal prompts when needed, visual aids, etc.
- Purchase clothing when donations are not available
- Coordinate/escort residents to free community haircuts
- Conduct client welcome tours

Experience/Requirements

Requirements: For ADL Specialist 1: High School Diploma and 2 years experience. ADL Specialist 2: 2 years as ADL Specialist/CM1 or, Bachelor's Degree, or BSW, or, HS Diploma and 4 years relevant experience. For ADL Specialist 3: 2 years as ADL SPecialist /CM 2, or, Bachelor's Degree or BSW, and 1 year relevant experience, or, HS Diploma and 6 years relevant experience. Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.
 To apply go to www.cucs.org.

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

Posted: 10/12/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

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

Experience/Requirements

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

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Office Manager**Job Location:** Manhattan**Posted:** 9/14/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Mail: CUCS

198 East 121st St. 6th Fl.
New York, NY 10035**Job Description**

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for an Office Manager at the West 127th Street Residence. CUCS' West 127th Street Residence is located in the Central Harlem neighborhood of Manhattan and will provide 117 units of affordable and supportive permanent housing for families and individuals.

The West 127th Street Residence is a beautiful, newly constructed building that is 12 stories tall. It will have 24-hour security, a computer lab, fitness room, bike room, teaching kitchen and rooftop garden. The West 127th Street Residence will also have an indoor play room for children and an enclosed rear yard that has a playground and seating.

The West 127th Street Residence will provide tenants with on-site Janian psychiatric treatment and primary medical care. The staff will also provide the following services: Evidence Based and Evidence Informed Practices:

- Wellness Self Management
- Supported Employment
- Person-Centered Service Planning
- Trauma-informed Case Management
- Motivational Interviewing
- Buried in Treasure

Services Specific to Families

The staff at the West 127th Street Residence will be provided with training specific to working with families. Over the past few years, with the assistance of a grant from the OAK Foundation, CUCS has developed its approach in working with families. A consultant with experience in the field will work directly with the team to provide on-site trainings for all staff in the following areas:

- Collaborating with all family members to maintain safe and nurturing households and communities.
- Collaborating with parents to help strengthen the family system.
- Collaborating with families in fostering success in education.
- Assisting families to take full advantage of the resources in the community to develop a supportive social network.

Responsibilities:

The Office Manager is responsible for ensuring the effective operation of all of the administrative support activities at a particular site or program unit. The Office Manager is expected to work closely with the Program Director 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 judgement and provide support and guidance to all administrative support staff.

Experience/Requirements

- High School Diploma or equivalent
- 3 years relevant experience
- Strong word-processing skills including extensive experience with MS Word
- Good Excel 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
- Bilingual Spanish/English preferred

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Office Manager**Job Location:** Manhattan**Posted:** 10/12/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Mail: CUCS

198 East 121st St. 6th Fl.
New York, NY 10035**Job Description**

The 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 to ensure that these activities effectively support the overall operation of the program. This individual must possess a good knowledge of office procedures and the ability to identify and address operational problems. The Office Manager is expected to exercise initiative and judgment and provide support and guidance to all staff.

The Office Manager is responsible for creating and maintaining program data in excel and other databases, fiscal management of site funds, 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
- Knowledge of Local Area Network (LAN) and Wide Area Network (WAN) a plus
- Database experience a plus

To apply go to www.cucs.org

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Peer Specialist (IMT)**Job Location:** Manhattan**Posted:** 9/28/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035**Job Description**

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

Experience/Requirements

Provisional or Professional Peer Specialist certification preferred.

Lived experience with and an ability to navigate service systems.

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

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

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

Bilingual Spanish/English preferred

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:** Per Diem Case Manager**Job Location:** Manhattan**Posted:** 10/26/2020**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035**Job Description**

The Center for Urban Community Services, (CUCS), is proud to announce that it will be opening a co-located Drop-in Center and Safe Haven in lower Manhattan in September 2020. The program will provide case management and housing placement services to 70 to 90 people at the Drop-In Center and 24 people at the Safe Haven. Both programs operate 7 days per week with staff on-site 24 hours per day. For more information about the programs please see attached program announcement.

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

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

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

Experience/Requirements

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

To apply go to www.cucs.org

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

Posted: 10/26/2020 **FT/PT:** PT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

The Center for Urban Community Services, (CUCS), is proud to announce that it will be opening a co-located Drop-in Center and Safe Haven in lower Manhattan in September 2020. The program will provide case management and housing placement services to 70 to 90 people at the Drop-In Center and 24 people at the Safe Haven. Both programs operate 7 days per week with staff on-site 24 hours per day. For more information about the programs please see attached program announcement.

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

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

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

Experience/Requirements

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

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

Posted: 11/9/2020 **FT/PT:** PT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

The Center for Urban Community Services, (CUCS), is proud to announce that it will be opening a co-located Drop-in Center and Safe Haven in lower Manhattan in September 2020. The program will provide case management and housing placement services to 70 to 90 people at the Drop-In Center and 24 people at the Safe Haven. Both programs operate 7 days per week with staff on-site 24 hours per day. For more information about the programs please see attached program announcement.

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

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

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

Experience/Requirements

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

Agency: Center for Urban Community Services -- SHA

Posted: 9/14/2020

FT/PT: FT

Contact Info

Site: CUCS -- SHA

Benefits: Unknown

Hrs/Week:

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

Position: Safety Specialist

Salary:

Job Location: Manhattan

Pay/Hr:

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 two part-time safety specialist positions 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 program is seeking candidates with open availability across all shifts including weekends and holidays.

Responsibilities:

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

Security Activities

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

Client-related Activities

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

Experience/Requirements

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

Education and Experience Preferred

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

Certification/Licensure

Required within 3 months of hire:

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

Physical Requirements:

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

Other:

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

To apply go to www.cucs.org

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

Posted: 11/9/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Position: TEMPORARY Office Manager

Job Location: Bronx

Job Description

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

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

Experience/Requirements

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

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

Posted: 11/23/2020 **FT/PT:** PT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Position: Front Desk Receptionist

Job Location: Manhattan

Job Description

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

Position Type: Per Diem
 Position Location: Manhattan - 621 Gouverneur Court
 Salary: \$15.00

Essential Job Functions

- Provide support to tenants, listen to their concerns, and direct them to their service coordinators.
 - Monitor the safety and security of building and its tenants and report any problems or needs.
 - Monitor and ensure consistent and proper application of agency's visitor identification policy.
 - Monitor and report to program staff any problems caused by tenants who do not observe house rules.
 - Observe and, using the desk log, record conditions including potential problems in the building every two hours during the shift or more often if conditions require.
 - Answer phones, take messages, and provide routine information about Community Access and the Supportive Housing Program.
 - Prepare work orders for repair and maintenance problems reported by tenants or observed during shift.
- This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Experience/Requirements

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Commitment to recovery-oriented practice.
- Ability to interact with people in a professional and courteous manner.
- Be skilled in conflict mediation/negotiation and have a pro-active approach to problem solving.
- Strong organizational skills.
- Previous experience in customer service, preferred.
- Be creative and flexible.
- Ability to work independently and as part of a team.
- Ability to maintain confidential information, as related to position.
- Ability to utilize various computer programs, specifically Microsoft Word and Excel.

To apply go to www.communityaccess.org

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Housing Counselor**Job Location:** Manhattan**Posted:** 9/28/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

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

Our transitional housing model helps people with psychiatric disabilities move from shelters and hospitals into the community. All transitional housing sites provide on-site staffing 24 hours a day as well as individual counseling, goal planning and linkage to outside programs and services. The focus of the work is to help people regain basic skills such as negotiating the public transportation system, cooking, shopping, maintaining personal space and hygiene, budgeting and organizing their time around activities they enjoy, and help them adjust to a community setting.

255 East Broadway is a transitional housing residence program dedicated to helping people with psychiatric disabilities move from shelters and hospitals into the community. This program provides on-site staffing 24 hours a day as well as individual counseling, goal planning and linkage to outside programs and services.

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

Position Location: 255 East Broadway (Manhattan)

Position Status: Full Time (4:00 pm - 11:00 pm)

Hourly Rate: \$16.32/hour

Position Overview:

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

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

Essential Job Function:

- Observe and document residents' interactions and provide interventions
- Provide accurate documentation of activity in the building
- Provide crisis management, as needed.
- Monitor the safety and security of the building
- Complete incident reports according to agency guidelines
- Serve nutritious meals for residents and prepare plates for those not present
- Engage residents in meal preparation to provide hands on assistance to prepare meals, from menu selection
- Responsible for meal preparation and clean-up, even in the absence of resident participation
- Maintain a clean and organized kitchen/pantry area, including proper storage of food, while assisting residents to develop necessary skills.
- Escort residents on food and household shopping excursions as a way to develop residents' skill and confidence
- Provide close observation and keep accurate records of residents taking their medications
- Provide coaching and follow up to foster self-medication skills
- Serve as a liaison for all residents and their pharmacy
- Observe and assist residents in packaging their medications
- Perform room checks and provide hands-on assistance to residents in keeping personal area clean and orderly
- Maintain cleanliness of site, including bathrooms, garbage disposal and kitchen cleaning
- Assist residents with sleep hygiene (good sleep habits which promote normal, quality nighttime sleep) routine.
- One-on-one and group training and coaching on the development of essential life skills with a focus on independent living, for example, keeping your personal area clean and orderly, laundry, snack preparation and clean up, personal shopping, among other living skills
- Run recreation groups, as needed

Experience/Requirements**Education Requirements:**

- Minimum of high school diploma or equivalent (GED)

Position Qualifications:

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access
- Excellent oral and written communication skills
- Be skilled in conflict mediation/negotiation/resolution and have an assertive approach to problem solving
- Ability to utilize various computer programs; specifically, Microsoft Word and Excel
- Maintain confidentiality of information, as related to position
- Ability to utilize various computer programs, specifically Microsoft Word and Excel
- Get fingerprinted and cleared by the New York State Justice Center
- Ability to work independently and as part of a team
- Ability to maintain confidential information
- Ability to work independently
- Ability to lift 40 lbs.
- Ability to walk up several flights of stairs
- Ability to work in the field (using public transportation)
- Be creative and flexible
- Can provide holiday, evening and weekend coverage, as necessary

Position Benefits:

- 3 weeks of vacation, five personal days, 12 sick days, ten paid holidays
- Travel Reimbursement
- College savings plan Pre-tax savings plan (including Flexible Spending Accounts and Transit-Check)
- 403b contribution; life insurance
- Comprehensive medical, vision, and dental plans; Employee Assistance Program
- Summer Flex Hours
- Paid Family Leave; Short-Term Disability insurance

To apply go to www.communityaccess.org

Agency: Community Access -- SSA**Posted:** 9/28/2020**FT/PT:** PT**Contact Info****Site:** Community Access -- SSA**Benefits:** Unknown**Hrs/Week:**

HR Dept.

Position: Housing Counselor**Salary:**

Email:

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

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

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

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

Position Overview:

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

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

Position Location: Vyse Avenue (Bronx)**Position Status:** Per-Diem (Flexiable Schedule)**Hourly Rate:** \$16.32/hour**Essential Job Function:**

- Provide accurate documentation of activity in the building
- Observe and document residents' interactions; provide interventions, as needed.
- Provide crisis management
- Monitor the safety and security of the building
- Complete incident reports according to agency guidelines
- Serve nutritious meals for residents and prepare plates for those not present
- Engage residents in meal preparation to provide hands on assistance to prepare meals, from menu selection
- Responsible for meal preparation and clean-up, even in the absence of resident participation.
- Maintain a clean and organized kitchen/pantry area, including proper storage of food, while assisting residents to develop necessary skills.
- Escort residents on food and household shopping excursions as a way to develop residents' skill and confidence
- Provide close observation and keep accurate records of residents taking their medications
- Provide coaching and follow up to foster self-medication skills
- Serve as a liaison for all residents and their pharmacy
- Observe and assist residents in packaging their medications
- Perform room checks and provide hands-on assistance to residents in keeping personal area clean and orderly
- Maintain cleanliness of site, including bathrooms, garbage disposal and kitchen cleaning
- Assist residents with sleep hygiene (good sleep habits which promote normal, quality nighttime sleep) routine.
- One-on-one and group training and coaching on the development of essential life skills with a focus on independent living, for example, keeping your personal area clean and orderly, laundry, snack preparation and clean up, personal shopping, among other living skills
- Run recreation groups, as needed

Experience/Requirements**Education Requirements:**

- Minimum of high school diploma or equivalent (GED)

Position Qualifications:

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access
- Excellent oral and written communication skills
- Be skilled in conflict mediation/negotiation/resolution and have an assertive approach to problem solving
- Ability to utilize various computer programs; specifically, Microsoft Word and Excel
- Maintain confidentiality of information, as related to position
- Ability to utilize various computer programs, specifically Microsoft Word and Excel
- Get fingerprinted and cleared by the New York State Justice Center
- Ability to work independently and as part of a team
- Ability to maintain confidential information
- Ability to work independently
- Ability to lift 40 lbs.
- Ability to walk up several flights of stairs
- Ability to work in the field (using public transportation)
- Be creative and flexible
- Can provide holiday, evening and weekend coverage, as necessary

To apply to www.communityaccess.org

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

Posted: 11/9/2020 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

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

Essential Job Functions:

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

Experience/Requirements

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

To apply go to www.communityaccess.org.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Senior Peer Advocate**Job Location:** Queens**Posted:** 9/28/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

AHI is a new peer-led project that emerged from a New York State class action settlement agreement with the U.S. Department of Justice and private plaintiffs living with mental health challenges who reside in New York City adult homes.

The Adult Home Initiative is designed to assist adult home residents through a multi-phased process leading to successful transition into supported housing. The initiative will provide peer supports during the in-reach, assessment, HRA approval, and moving transition phases, as desired and needed by the residents.

The initiative will utilize a range of individualized and group-based peer-informed strategies to promote housing transitions, striving to empower class members through exposure to possibilities, development of self-advocacy skills, promoting informed choice, and enhancing community engagement.

Position Overview:

The Senior Peer Bridger is a team leader who utilizes their lived experience, and knowledge of peer support services, to support the Peer Bridgers to engage and assist residents in identifying and overcoming barriers to housing transition, addressing questions and fears, and building self-advocacy and systems-navigation skills.

The Senior Peer Bridger works with the Regional Coordinator to provide team support and to help promote consistent practices across sites in the initiative.

Position Location: Far Rockaway (COVID-19 work from home)**Position Status:** Full Time**Salary:** \$47,500**Essential Management Job Functions:**

- Utilize a peer relationship to foster connection, trust, understanding and validation with adult home residents.

- Plan, promote, and participate in activities and events designed to enhance residents' awareness of and potential identification with life in the community.

- Plan and facilitate team meetings with Peer Bridger staff at assigned adult homes, working closely with Regional Coordinators as required.

- Collaborate with the Regional Coordinator in implementing and maintaining consistent practices and procedures across the sites.

- Work with Regional Coordinator in identifying urgent or critical needs, and prioritizing team tasks.

- Assist the Regional Coordinator in the tracking of projects and outcome measures.

- Assist with the management, dispersal, and tracking of fiscal resources such as Metro Cards and petty cash.

- Work at different adult homes to address coverage gaps as needed.

- Participate in recruitment efforts.

Essential Direct Service Job Functions:

- Utilize strength-based, motivational engagement with residents who have not been successfully engaged in transition services.

- Explore and address resident needs related to:

- Life goals

- Sense of purpose

- Physical wellness

- Spirituality

- Education

- Employment

- Socialization, and community involvement, fostering connections as needed.

- Educate and inform residents on the steps, timeframes, and status of their housing transition process.

- Model and develop self-advocacy skills including organization, time management, communication, and navigating bureaucracies.

- Engage residents to identify and understand barriers to housing transition.

- Collaborate with providers involved in assessment and other transition-related activities to support the processes.

- Identify and link with appropriate services for support in securing basic documents and entitlements.

- Accompany residents on tours of available housing options and other community resources.

- Plans and delivers group-based learning opportunities e.g. Adult Home Settlement awareness, self-advocacy, decision-making and self-reliance, affirmative and enjoyable socialization, making and keeping social connections, work readiness, literacy, etc.

- Model and develop self-advocacy skills including organization, time management, communication, and navigating bureaucracies.

- Collaborate in conducting fact-finding and research projects including surveys, interviews, and asset based community mapping.

- Participate in data collection and recording related to outcomes and other program, agency or funder/ contactor priorities

- Travel and work afternoons, evenings and weekends.

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

Experience/Requirements**Education Requirements:**

- Minimum of a High School/Equivalency Diploma, required. Bachelor's degree, preferred.

- New York Certified Peer Specialist, required (or completed within the first year of employment if the applicant does not have certification).

Job Qualifications

- Experience working in behavioral health setting: peer service delivery, community development, rehabilitation or recovery-oriented services, required.

- Experience providing supervision, team leadership, and project coordination, preferred.

- Personal or professional experience with New York City mental health supported housing, preferred.

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

- Resourceful and able to organize, multitask, and prioritize work.

- Possess strong understanding and practice of recovery, wellness and related services.

- Analytical and innovative problem-solving abilities.

- Attentive to details in documentation and data collection, reporting and analysis.

- Ability to work as part of a team.

- Strong oral and written communication skills.

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

- Be creative and flexible.

- Ability to travel and work afternoons, evenings, weekends, and holidays.

- Show initiative and be responsible for follow through.

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

Benefits

3 weeks of vacation, five personal days, 12 sick days, ten paid holidays
 Travel Reimbursement
 College savings plan Pre-tax savings plan (including Flexible Spending Accounts and Transit-Check)
 403b contribution; life insurance
 Comprehensive medical, vision, and dental plans; Employee Assistance Program
 Summer Flex Hours
 Paid Family Leave; Short-Term Disability insurance

To apply go to www.communityaccess.org

Agency: Community Access -- SSA

Posted: 11/23/2020

FT/PT: FT

Contact Info

Site: Community Access -- SSA

Benefits: Unknown

Hrs/Week:

HR Dept.

Position: Wellness Specialist

Salary:

Mail: Community Access

Job Location: Bronx

Pay/Hr:

2 Washington St., 9th Fl.
 New York, NY 10004

Job Description

The Shelter Assertive Community Treatment (ACT) team is a mobile practice models designed to provide treatment, rehabilitation and support services to individuals living with a serious mental illness whose needs have not been effectively met by traditional behavioral health services.

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

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

Position Description:

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

Experience/Requirements

New York Certified Peer Specialist (NYCPS)

Position Qualifications:

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

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

Benefits We Offer:

3 weeks of vacation, 5 personal days, 12 sick days, 10 paid holidays
 Travel Reimbursement
 College savings plan Pre-tax savings plan (including Flexible Spending Accounts and Transit Check)
 403b contribution; life insurance
 Comprehensive medical, vision, and dental plans; Employee Assistance Program
 Summer Flex Hours
 Paid Family Leave; Short-Term Disability insurance

To apply go to www.communityaccess.org

Agency: Community Access -- SSA

Posted: 9/28/2020

FT/PT: FT

Contact Info

Site: Community Access -- SSA

Benefits: Unknown

Hrs/Week:

HR Dept.

Position: Youth Advocate

Salary:

Mail: Community Access

Job Location: Bronx

Pay/Hr:

2 Washington St., 9th Fl.
New York, NY 10004

Job Description

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

Bruckner Avenue is a 215-unit development that provides supportive affordable housing for individuals and families with mental health concerns and histories of homelessness.

Position Overview:

Youth Peer Advocates will assist with supporting the children of our program participants who are between the ages 5-25 with defining personal, vocational, and educational goals using a person-centered model that supports individuals in their recovery, hopes, and opportunities.

Peer Advocates are individuals with first-hand experience receiving social services in systems such as; juvenile justice, foster care, special education, or addiction recovery. Peer Advocates use their lived experience to promote resiliency, recovery, wellness, and self-efficacy to promote youth guided and family-driven approaches.

Position Location: Bruckner Avenue (Bronx)

Position Status: Full Time (11:00am - 7:00pm or 12:00pm -8:00pm)

Hourly Rate: \$18.00/hour

Primary Job Functions:

The Youth Peer Advocate will use a person-centered / harm reduction approach to provide outreach, advocacy, and supportive services to assigned youth.

Essential Job Function:

- Develop and assist in implementing service plans determined by the goals of the youth program participants
- Work in collaboration with colleagues to engage youth, making sure their voice is heard in support service planning
- Provide outreach to program participants who are not indicating their goals or who are not engaged
- Facilitate youth-focused support groups
- Advocate for youth within the community
- Assist participants in advocating for quality care received from external service providers
- Shares personal knowledge about the youth service system and resources available to children, young adults and families
- Utilize harm reduction strategies when working with individuals experiencing drug and/or alcohol related challenges
- Organize and support age appropriate social, recreational, and educational activities for youth and their families
- Provide support to youth at family team meetings and community meetings
- Produce and maintain thorough, accurate and timely documentation
- Provide referrals for treatment for mental health concerns, substance use, and physical health problems
- Provide crisis intervention
- Provide support and training on skill-building, including assertiveness, self-advocacy, and socialization
- Create or maintain a special project to promote youth engagement
- Assist with training (after six months to a year) new staff on essential job functions.

Experience/Requirements

Education Requirements:

- Minimum of high school diploma or equivalent (GED)

Job Qualifications

- Experience receiving services from the children's behavioral health or other child-serving systems
- Commitment to recovery-oriented practice
- 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
- Creative and flexible
- Ability to maintain confidential information
- Ability to work independently and as part of a team
- Ability to walk up several flights of stairs
- Ability to work in the field (using public transportation)
- Can provide holiday, evening and weekend coverage, as necessary
- Bilingual Spanish-speaking, preferred.

Benefits

- 3 weeks of vacation, five personal days, 12 sick days, ten paid holidays
- Travel Reimbursement
- College savings plan Pre-tax savings plan (including Flexible Spending Accounts and Transit-Check)
- 403b contribution; life insurance
- Comprehensive medical, vision, and dental plans; Employee Assistance Program
- Summer Flex Hours
- Paid Family Leave; Short-Term Disability insurance

To apply go to www.communityaccess.org

MA-MSW-CSW Required**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Evening Supervisor**Job Location:** Bronx**Posted:** 9/14/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035**Job Description**

The Evening Supervisor is responsible for managing the evening team and providing supervision to its members. The Evening 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 Evening Supervisor is part of the their program's management team, and is therefor 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 Evening Supervisor may be assigned additional responsibilities.

Experience/Requirements

- MSW Preferred; BA Required
 - Demonstrated ability to provide services to clients with psychiatric and medical disabilities and with issues of substance abuse.
 - Computer literacy, excellent writing and verbal communication skills are required.
 - Bilingual English/Spanish preferred, but not required
 - Ability to work effectively as part of a team
- To apply go to www.cucs.org

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Family Services Specialist**Job Location:** Manhattan**Posted:** 9/14/2020**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035**Job Description**

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

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

- Provide parenting education, support groups, and events/activities for children and families in collaboration with the Tenant Activities Specialist.

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

- Manage special projects related to services to families, such as scholarship programs, volunteer programs, etc.

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

Experience/Requirements

- Masters Degree in Social Work or Masters Degree in Marriage and Family Therapy or related field
- Experience navigating child-serving and family-serving systems
- Demonstrated ability to serve a special needs population such as the homeless or severely, persistently mentally ill
- Demonstrated ability to work with school aged children
- Good verbal and written communication skills
- Computer literacy
- Bilingual Spanish/English Preferred

To apply, go to www.cucs.org

Agency: Center for Urban Community Services -- SHA**Posted:** 10/12/2020**FT/PT:** FT**Site:** CUCS -- SHA**Benefits:** Unknown**Hrs/Week:****Position:** Intake and Group Social Worker**Salary:****Contact Info**Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035**Job Location:** Bronx**Pay/Hr:****Job Description**

The Intake and Group Services Social Worker is responsible for managing a designated service unit and providing supervision to its members. The Intake and Group Supervisor is responsible for ensuring that their supervisees are helping clients to live fuller, more satisfying lives in the community; helping their team to function well and meet their contractual obligations, including housing placement goals; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values, and vision statements. They are expected to understand and support the management activities that ensure the good functioning of the team and program as a whole.

The Intake and Group Supervisor is primarily responsible for supervising the staff and operation of client screening, intake and group provision at the shelter. The Intake and Group Supervisor is a part of the program's management team, and is 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 position is responsible for supervising all operations related to ensuring vacancies are filled in a timely manner and with appropriate clients needing the services CUCS provides. The Intake and Group Supervisor will also be responsible for managing relationships with referrals sources and DHS ensuring that the shelter continues to operate at full capacity.

The Intake and Group Services Supervisor also oversees the Group Services and Activities program, including providing group services, developing groups, classes and activities, and ensuring that evidence based practices adhere to fidelity standards. The Intake and Group Services Social Worker may be assigned additional responsibilities.

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

To apply go to www.cucs.org