



CUCS JOBS JOURNAL

A PUBLICATION OF THE HOUSING RESOURCE CENTER

VOL. 26, NO. 21

MONDAY, OCTOBER 11TH

2021

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CUCS JOBS JOURNAL

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

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

If you have questions about this publication or would like to list a job, please call the CUCS Jobs Journal at (212) 801-3300 or email us at jobsjournal@cucs.org. **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 **October 25, 2021.**

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

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

Housing Consultant Position Available With Housing Resource Center

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

Requirements

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

To apply go to www.cucs.org.

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, October 11, 2021**

Employment Training Program

Agency: Community Access -- SSA

Site: Community Access -- SSA

Position: IMT Peer Specialist

Job Location: Bronx

Posted: 8/2/2021

Benefits: Unknown

FT/PT: FT

Hrs/Week:

Salary:

Pay/Hr:

Contact Info

HR Dept.

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

Job Description

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

Position Location: 3251 3rd Avenue, Bronx

Position Status: Full Time

Salary: \$45,000/year

Essential Job Functions:

Peer Specialist activities:

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

Experience/Requirements

Education Qualifications;

New York Certified Peer Specialist (NYCPS)

Position Qualifications:

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

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

To apply go to www.communityaccess.org.

HS Diploma/GED Required

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

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

Contact Info

Position: Administrative Assistant 2

Salary:
Pay/Hr:

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

Job Location: Manhattan

Job Description

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

Description:

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

Experience/Requirements

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

To apply go to www.cucs.org.

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

Posted: 9/13/2021 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**

Contact Info

Position: Bilingual Case Manager

Salary:
Pay/Hr:

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

Job Location: Brooklyn

Job Description

The Case Manager is responsible for providing 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, assistance with self-administration of medication, on-going individual counseling, and complete documentation of these services. Additional responsibilities include involvement in evidence based practices such as Supported Employment, Wellness Self-Management, 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.

Weekly Schedule:

- 4 days a week: 9am-5pm
- 1 day a week: 12pm-8pm

Experience/Requirements

Case Manager 2 – Bachelor's Degree or HS Diploma or equivalent and 4 years relevant experience.

- Case Manager 3 - BSW and 1 year relevant experience (excluding fieldwork) or Bachelor's degree and 2 years relevant experience or HS diploma or equivalent and 6 years relevant experience.
- For applicants without college degrees, every 30 credits can be substituted for 1 year of experience.
- Strong written and verbal communications skills
- Computer literacy required
- Demonstrated ability to provide services to a specialized population
- Must be able to work effectively as a part of a team.
- Bilingual English/Spanish required

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

Posted: 9/27/2021 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**

Contact Info

Position: Case Manager

Salary:
Pay/Hr:

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

Job Location: Manhattan

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiatives for homeless people, invites applications for 2 case management 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.

Resp: The 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

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: Bronx

Posted: 9/13/2021 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

Experience/Requirements

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

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

Posted: 9/13/2021 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

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

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

Experience/Requirements

- CM 1: High school diploma and 2 years experience
 - CM 2: Bachelors degree or HS diploma or equivalent and 4 years of relevant work experience
 - CM 3: BSW and 1 year relevant experience (excluding fieldwork) or Bachelors degree and 2 years relevant experience or HS diploma and 6 years relevant experience
- For applicants without college degrees, every 30 credits can be substituted for 1 year of experience
 Demonstrated ability to provide services to a specialized population, computer literacy and good written and verbal communication skills are required.
 Must be able to work effectively as part of a multidisciplinary team

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

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

Contact Info

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

Job Description

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

THIS POSITION IS LOCATED IN THE TIMES SQUARE AREA OF MANHATTAN

Experience/Requirements

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

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

To apply go to www.cucs.org.

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

Posted: 8/30/2021 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

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

Experience/Requirements

- CM 1: High school diploma and 2 years experience
 - CM 2: Bachelors degree or HS diploma or equivalent and 4 years of relevant work experience
 - CM 3: BSW and 1 year relevant experience (excluding fieldwork) or Bachelors degree and 2 years relevant experience or HS diploma and 6 years relevant experience
- For applicants without college degrees, every 30 credits can be substituted for 1 year of experience
 Demonstrated ability to provide services to a specialized population, computer literacy and good written and verbal communication skills are required.
 Must be able to work effectively as part of a multidisciplinary team

To apply go to www.cucs.org.

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

Posted: 8/30/2021 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

The Case Manager will 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, counseling, 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 work 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 preferred

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

Posted: 9/27/2021 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

Responsibilities:

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

Experience/Requirements

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

To apply go to www.cucs.org.

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

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

Contact Info

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

Job Description

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

Experience/Requirements

- Experience and Education Required:
- High School Diploma or equivalent required plus 4 years relevant experience, Bachelor's degree preferred
 - For applicants without college degrees, every 30 credits can be substituted for 1 year of experience
 - Strong written and verbal communications skills
 - Strong word-processing skills, including extensive experience with MS Word
 - Experience with AWARDS, and bilingual a plus!
 - Experience working with older adults, supportive housing, nursing home, etc a plus!

To apply go to www.cucs.org.

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

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

Contact Info

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

Job Description

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

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

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

Experience/Requirements

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

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

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

To apply go to www.cucs.org.

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

Posted: 10/11/2021
Benefits: Unknown
FT/PT: FT
Hrs/Week:
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

Experience/Requirements

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

To apply go to www.cucs.org

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

Posted: 10/11/2021 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

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

Experience/Requirements

Due to our funding requirements we may only consider applicants for the Case Management position:
 That have a Four-Year College degree
 OR
 Candidates who have a High School Diploma or Equivalent and 4 years of related Social Services experience.
 Spanish speaking preferred.
 To apply go to www.cucs.org.

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

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

Contact Info

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

Job Description

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

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

Experience/Requirements

- CM 1: High school diploma and 2 years experience
- CM 2: Bachelors degree or HS diploma or equivalent and 4 years of relevant work experience
- CM 3: BSW and 1 year relevant experience (excluding fieldwork) or Bachelors degree and 2 years relevant experience or HS diploma and 6 years relevant experience
- For applicants without college degrees, every 30 credits can be substituted for 1 year of experience
- Demonstrated ability to provide services to a specialized population, computer literacy and good written and verbal communication skills are required.
- Must be able to work effectively as part of a multidisciplinary team

To apply go to www.cucs.org.

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

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

Contact Info

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

Job Description

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

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

PPE is provided.

Experience/Requirements

Due to our funding requirements we may only consider applicants for the Case Management position:
 That have a Four-Year College degree
 OR
 Candidates who have a High School Diploma or Equivalent and 4 years of related Social Services experience.
 Spanish speaking preferred.

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

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

Contact Info

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

Job Description

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

Experience/Requirements

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

To apply go to www.cucs.org.

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

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

Contact Info

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

Job Description

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

Responsibilities:

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

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

Experience/Requirements

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

To apply go to www.cucs.org.

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

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

Contact Info

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

Job Description

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

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

Experience/Requirements

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

Experience and Education Required:

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

To apply go to www.cucs.org.

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

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

Contact Info

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

Job Description

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

Experience/Requirements

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

To apply go to www.cucs.org.

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

Posted: 8/30/2021 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

The Center for Urban Community Services, a national leader in the development of effective housing and service initiative for homeless people, invites applications for 2 Peer Specialist Supervisor positions with the Intensive Mobile Treatment Team. The Intensive Mobile Treatment Team works with individuals that move frequently across the behavioral health care system (outpatient and inpatient), the homeless services system (shelter, street, Safe Haven), and the criminal justice system (jail, probation, parole), and have barriers to engaging in the services they need.

The Peer Specialist Supervisor (PSS) will be responsible for the oversight of the Peer Specialists. They will have first-hand experience that they can draw on to relate to participants in the IMT program. This includes lived experience utilizing the mental health, behavioral health, criminal justice, and substance use or homelessness service systems. They will have a willingness to share personal, practical experience, knowledge, and first-hand insight to benefit program enrollees and supervisees. The PSS will support the Peer Specialists in the development of individualized and professional goals. They will teach the Peer Specialist staff knowledge and skills they will need to develop relationships and provide Peer Support to IMT participants. The PSS will collaborate with and support the Clinical Supervisor in oversight of the Peer Specialist staff. All Peer Specialist supervisory staff will become certified, with either a Provisional or Professional certification within 1 year of employment.

Experience/Requirements

- Minimum 2 years supervisory experience in any field
- Minimum 2 years of mental health direct care experience
- 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

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

Posted: 8/30/2021 **FT/PT:** PT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

Experience/Requirements

- High School Diploma or equivalent
- At least one year related experience working in housing and/ or with special populations including individuals with mental illness, substance abuse disorders or history of homelessness
- Good verbal and written communications skills.
- Computer literacy.
- Bilingual Spanish/English preferred.
- Must have weekend availability at a minimum of two weekends, monthly

Schedule: Alternate weekends, Friday evenings 4pm – 9pm & Saturday 10am – 4pm, including some holidays. Please note this position may start working remotely on Saturdays only but will be transitioning back to onsite work soon.

Friday arrival time can be negotiated for otherwise strong candidates.

In accordance with the New York City COVID Safety Program, all CUCS employees, interns and volunteers (“employees”) will be required to provide either:

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: 8/30/2021 **FT/PT:** PT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

The Per Diem Case Manager works alongside a Per Diem Social Worker assisting the day team by continuing to follow up with high risk clients on Friday Evenings 4:30pm-7:30pm and Saturday 10am-4pm, every other week. The Per Diem Case Manager is expected to provide the following services: outreach and engagement, crisis intervention, care coordination, etc. The Per Diem Case Manager is expected to demonstrate strong skills in critical thinking, direct and concise communication and clinically based assessments.

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

Schedule: Friday evenings 4:30pm – 7:30 & Saturday 10am – 4pm, alternate weekends. To apply go to www.cucs.org.

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

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

Contact Info

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

Job Description

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

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

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

Experience/Requirements

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

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

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

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

To apply go to www.cucs.org.

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

Posted: 10/11/2021 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

The Receptionist/Office Assistant provides central phone answering and reception services. This position includes clerical work, facility maintenance, the moving and storing of supplies, and other general assistance duties. This individual is expected to be responsive to the changing needs of the main office programs, able to perform fairly autonomously with clear instructions, and committed to helping the operations of the main office.

Experience/Requirements

High School Diploma or equivalent
 Good interpersonal and organizational skills
 Interest in working with a diverse population
 Bilingual- Spanish/English
 Ability to lift and move heavy items as needed
 Basic computer literacy

To apply go to www.cucs.org.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Safety Specialist**Job Location:** Manhattan**Posted:** 7/19/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035**Job Description**

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

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

Responsibilities:

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

Security Activities

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

Client-related Activities

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

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

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

Education and Experience Preferred

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

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

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

Physical Requirements:

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

To apply go to www.cucs.org.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Security Guard**Job Location:** Manhattan**Posted:** 7/19/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035**Job Description**

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

Thursday-Monday 8a-4p

Tuesday-Saturday: 4p-12a

Thursday-Monday: 4p-12a

Sunday-Thursday: 12a-8a

Thursday-Monday: 12a-8a

Responsibilities:**Security:**

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

Client engagement:

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

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

High School Diploma or equivalent although a Bachelor's degree is preferred

Bilingual English/Spanish preferable although not required.

A clear understanding of the homeless and mentally ill population

Good interpersonal, engagement and organizational skills

Good written and verbal communications skills

Ability to work in a fast paced environment, maintain composure in stressful situations, and work closely with a clinical team

Certification/Licensure:

NYS Security Guard Training Certificate required within 3 months of hire

First Aide/CPR certificate-required within 3 months of hire

F-80 Fire Coordinator

F-02 New York Fire Department Certificate of fitness as fire guard, shelters- required prior to start

Driver's license required

NAPPI De-escalation/Physical Restraint training

Must pass a fingerprinting/background check

Physical Requirements:

Ability to stand, walk and sit for long periods of time

Ability to travel within the community in all types of weather, including inclement weather.

To apply go to www.cucs.org.

Agency: Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Security/Safety Specialist**Job Location:** Manhattan**Posted:** 9/27/2021**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035**Job Description**

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

Responsibilities:**Security:**

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

Client engagement:

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

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

High School Diploma or equivalent although a Bachelor's degree is preferred

Bilingual English/Spanish preferable although not required.

A clear understanding of the homeless and mentally ill population

Good interpersonal, engagement and organizational skills

Good written and verbal communications skills

Ability to work in a fast paced environment, maintain composure in stressful situations, and work closely with a clinical team

Certification/Licensure:

NYS Security Guard Training Certificate required within 3 months of hire

First Aide/CPR certificate-required within 3 months of hire

F-80 Fire Coordinator

F-02 New York Fire Department Certificate of fitness as fire guard, shelters- required prior to start

Driver's license required

NAPPI De-escalation/Physical Restraint training

Must pass a fingerprinting/background check

Physical Requirements:

Ability to stand, walk and sit for long periods of time

Ability to travel within the community in all types of weather, including inclement weather.

Other:

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

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:**
Peer Bridger - Part Time**Job Location:** Queens**Posted:** 10/11/2021**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

The Adult Home Initiative is designed to assist Adult Home Residents to successfully transition into Supported Housing. 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 Location: Far Rockaway

Position Status: Part Time

Salary: \$19.23/Hour

Position Overview:

Peer Bridger works to develop mentoring and supportive relationships with NYC Adult Home Residents, promoting connection and hope in an independent future in Supported Housing.

The Peer Bridger engages residents in peer-based services to identify and overcome barriers to housing transition, addressing questions and fears, while building self-advocacy and systems-navigation skills.

Essential Job Functions:

- Utilize a peer relationship to foster connection, trust, understanding and validation with adult home residents.
- 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.
- Engage residents to identify and understand barriers to housing transition.
- Utilize strength-based, motivational engagement with residents who have not been successfully engaged in transition services
- Identify and link with appropriate services for support in securing basic documents and entitlements. Help residents become familiar with and understand the range of support services available. Accompany residents on tours of available housing options and other community resources.
- Support residents during and after the move to community housing.

Experience/Requirements**Education Qualification:**

- Have a minimum of a high school, equivalency diploma
- New York State Peer Certification, required, (or application for certification submitted within the first year of employment if the applicant does not have certification).
- Minimum of two (2) years of experience, required

Additional Qualifications:

- Recipient/survivor of mental health services, required.
- Experience working in behavioral health setting; peer service delivery, community development, rehabilitation or recovery-oriented services, 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.

To apply go to www.communityaccess.org.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Career Coach**Job Location:** Manhattan**Posted:** 9/27/2021 **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**

Howie The Harp Advocacy Center trains and supports individuals with mental health concerns find meaningful, permanent employment and develop careers in human services. The Center is run by professionals who have personally received mental health services.

All of the Center's programs are based on the core value that self-help, personal responsibility and peer support are among the most effective methods for people who seek to recover from mental illness through employment. Through the Peer Training Program, Assisted Competitive Employment Program (ACE), and other initiatives, the Center provides a wide range of services including training, internship experience, job placement assistance and support, and continuing education services. Graduates are entitled to ongoing access to placement and support services.

Position Overview:

The Career Coach provides personalized guidance in the form of support, job development and placement, skill and resource development, to HTH participants and community members. The Career Coach promotes self-determination to support success and satisfaction as a trainee in the HTH classroom, on an internship, and while engaging and sustaining employment. The Coach works closely with other Coaches and agency staff to achieve the Community Access mission through her/his role.

Core Principles:

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

- Program participants' right to self determination;

- Respectful communication;

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

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

Position Type: Full Time**Location:** Harlem, New York**Salary:** \$40,000**Essential Job Functions:**

Function as primary support to participants, pre and post-employment, providing ongoing individualized support at the level of intensity and frequency required. Responsibilities include:

- Act as liaison between trainees, educators, internship/work-site supervisors, employers and external service providers and natural supports. This may include supporting participants in advocating for reasonable accommodations, developing workplace relationships, and other ongoing and intensive job-related needs.

- Assess participants' strengths, barriers and needs to obtaining permanent satisfying employment.

- Produce job appropriate analyses, coaching, and customized training as well as career advancement supports.

- Plan and deliver individual and group-based support including work readiness and job search skill development (e.g. resume preparation, applications and interviewing) to program participants.

- Identify and develop internship and employment opportunities for participants.

- Document and maintain thorough, timely and accurate records of all participant-related services in various electronic databases(AWARDS, NYESS) and per agency and Medicaid standards Attend and participate in supervision, meetings and training sessions, as required.

- Perform other duties as assigned.

Experience/Requirements**Education Requirements:**

- At least three years of experience working in mental health services, preferably employment, peer support, or rehabilitation setting, required

- Possess and maintain a NYS OMH Peer Specialist certification or be willing to obtain one within six months of employment, required

- Minimum of a high school diploma or equivalent, required (bachelor's degree preferred)

Position Qualifications:

- Recipient of mental health services (past or present), required

- Ability to create and foster empathic, professional and respectful relationships between yourself and other people, required

- Strong computer, organizational, and documentation skills, required

- A commitment to upholding the philosophy, mission, and values of Community Access and Howie The Harp Advocacy Center, required

- Must be fingerprinted and cleared by the Office of Mental Health (OMH), required

- Demonstrated knowledge of benefits, entitlements, or work incentives, preferred

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Respite Worker**Job Location:** Manhattan**Posted:** 10/11/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

The CRC is a peer staffed and trauma-informed alternative to psychiatric hospitalization. We offer guests short-term respite care and peer support in a friendly and home-like environment.

The CRC offers individuals experiencing a mental health or emotional crisis a short term residential alternative while supporting them in continuing their established daily activities within a COVID compliant environment.

Participants, referred to as guests, receive recovery-oriented services 24-hours a day, including peer support, self-advocacy, education, coping skills development, and self-help training.

Located close to Union Square, the CRC supports guests to manage their crisis in a supportive and nurturing environment while retaining their individuality and freedom.

Position Overview

Peers are integral in supporting people during a personal crises, helping individuals learn how to view crises differently and how to use wellness tools to help decrease the intensity of or prevent future crises.

A primary role of Respite Workers is to create a respite from extreme emotional distress through the promotion of a non-judgmental, supportive, friendly and engaging environment. Designed to promote self-determination and hope, peer-delivered services and supports include peer support, wellness education and skill building opportunities, identification and engagement in community-based resources including health care services.

Position Salary: \$ 19.23

Position Type: Full Time

Position location: Manhattan - Crisis Respite Center

Essential Job Functions

- Develops a partnership with guests experiencing crisis utilizing trauma-informed, recovery-oriented, intentional peer support.
- Promotes the provision of a safe, comfortable, secure and trusting environment where guests are listened to and respected by staff.
- Practices the Need Adapted Treatment Model (NATM) and Intentional Peer Support (IPS) after completing training provided as part of the Parachute NYC grant.
- Draws on knowledge and skills acquired from personal experience with the mental health system with a focus on guest's personal recovery process.
- Creates a sense of community through the mutual sharing of lived experiences and offering encouragement and support to participate in daily activities within the CRC and community.
- Assists with the pre-registration process for both individuals referred from NA-MCT (Need Adapted Mobile Crisis Team) and those who self-refer (respite-only guests).
- Assists with intake and registration of new guests, including an explanation of services and expectations, a tour of the premises, introduction to other staff and guests.
- Assists and collaborates with coworkers when appropriate to help guests identify, plan for and realize short-term personal goals and priorities while in the CRC.
- Facilitates individual and group-based educational, recovery, wellness and skill-building opportunities including wellness self-management; WRAP; peer support; harm reduction; and other social or leisure activities.
- Assists guests to identify interesting and needed community-based resources, to make informed decisions about participation, and engage in meetings, appointments and activities through linking, supporting and accompaniment.
- Advocates for and facilitate access to needed health care services, proactively addressing potential barriers such as missed appointments, transportation, fear and stigma, and communication with professional staff.
- Assists guests with steps required to prepare their own meals, manage their own medication, take care of their physical needs, and participate in the maintenance of a clean-living environment.
- Provides Warm Line services including supportive peer counseling, friendly and understanding conversation, referral and transfer to crisis lines and other services, access to language lines and TTY information to discharged guests.
- Provides household upkeep duties as needed.
- Serves daily cold breakfast for guests and assist guests with accessing snacks, when needed.
- Provides flexible evening, night, weekend and holiday coverage

Performs other duties as assigned.

Experience/Requirements**Education Requirements:**

- Graduate of core peer specialist training program, preferred.
- Minimum of high school diploma or equivalent (GED).
- Bachelors Degree, preferred

Job Qualifications

- At least 1 year of work experience in a behavioral health or related setting, preferably using the recovery model.
- Have lived experience with the mental health system and willingness to share personal experience appropriately and respectfully.
- A respect for, and high level of comfort around people experiencing psychiatric crisis.
- Ability to be mindfully present with a person in crisis.
- Exceptional oral communication skills including empathic listening, responding.
- Ability to utilize critical thinking, problem-solving and de-escalation skills to assist with creating and maintaining an environment that promotes recovery.
- Resourceful and knowledgeable of community resources and services.
- Willingness and ability to participate in Parachute NYC Training including NATM, IPS, Health Navigator and other required training.
- Successful completion of all required training and ability to integrate skills, knowledge and approach into their work with guests.
- Must be fingerprinted and cleared by the Office of Mental Health (OMH).
- Commitment to recovery-oriented practice.
- Ability to work independently and as part of a team.
- Ability to set priorities and manage multiple and competing tasks.
- Good writing skills.
- Ability to utilize various computer programs, specifically, Microsoft Word and Excel.
- Show initiative and be responsible for follow-through.
- Ability to maintain confidential information, as related to the position.
- Ability to walk up several flights of stairs.
- Ability to work in the field (using public transportation).

To apply go to www.communityaccess.org.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Respite Worker - Per Diem**Job Location:** Manhattan**Posted:** 10/11/2021**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

Peers are integral in supporting people during a personal crisis, helping individuals learn how to view crises differently and how to use wellness tools to help decrease the intensity of or prevent future crises.

A primary role of Respite Workers is to create a respite from extreme emotional distress through the promotion of a non-judgmental, supportive, friendly, and engaging environment. Designed to promote self-determination and hope, peer-delivered services and supports include peer support, wellness education and skill-building opportunities, identification and engagement in community-based resources including health care services.

Position Salary: \$ 19.23

Position Type: Per-Diem flexible schedule (day evening, night)

Position location: Manhattan - Crisis Respite Center

Essential Job Functions

- Develops a partnership with guests experiencing crisis utilizing trauma-informed, recovery-oriented, intentional peer support.
- Promotes the provision of a safe, comfortable, secure, and trusting environment where guests are listened to and respected by staff.
- Practices the Need Adapted Treatment Model (NATM) and Intentional Peer Support (IPS) after completing training provided as part of the Parachute NYC grant.
- Draws on knowledge and skills acquired from personal experience with the mental health system with a focus on guest's personal recovery process.
- Creates a sense of community through the mutual sharing of lived experiences and offering encouragement and support to participate in daily activities within the CRC and community.
- Assists with the pre-registration process for both individuals referred from NA-MCT (Need Adapted Mobile Crisis Team) and those who self-refer (respite-only guests).
- Assists with intake and registration of new guests, including an explanation of services and expectations, a tour of the premises, introduction to other staff and guests.
- Assists and collaborates with coworkers when appropriate to help guests identify, plan for, and realize short-term personal goals and priorities while in the CRC.
- Facilitates individual and group-based educational, recovery, wellness and skill-building opportunities including wellness self-management; WRAP; peer support; harm reduction; and other social or leisure activities.
- Assists guests to identify interesting and needed community-based resources, to make informed decisions about participation, and engage in meetings, appointments and activities through linking, supporting and accompaniment.
- Advocates for and facilitate access to needed health care services, proactively addressing potential barriers such as missed appointments, transportation, fear and stigma, and communication with professional staff.
- Assists guests with steps required to prepare their own meals, manage their own medication, take care of their physical needs, and participate in the maintenance of a clean-living environment.
- Provides Warm Line services including supportive peer counseling, friendly and understanding conversation, referral and transfer to crisis lines and other services, access to language lines and TTY information to discharged guests.
- Provides household upkeep duties as needed.
- Serves daily cold breakfast for guests and assist guests with accessing snacks, when needed.
- Provides flexible evening, night, weekend and holiday coverage

Performs other duties as assigned.

Experience/Requirements**Education Requirements:**

- Graduate of core peer specialist training program, preferred.
- Minimum of high school diploma or equivalent (GED).

Job Qualifications

- Have lived experience with the mental health system and willingness to share personal experience appropriately and respectfully.
- A respect for, and high level of comfort around people experiencing psychiatric crisis.
- Ability to be mindfully present with a person in crisis.
- Exceptional oral communication skills including empathic listening, responding.
- Ability to utilize critical thinking, problem-solving and de-escalation skills to assist with creating and maintaining an environment that promotes recovery.
- Resourceful and knowledgeable of community resources and services.
- Willingness and ability to participate in Parachute NYC Training including NATM, IPS, Health Navigator, and other required training.
- Successful completion of all required training and ability to integrate skills, knowledge and approach into their work with guests.
- Work experience in a behavioral health or related setting, preferably using the recovery model.
- Must be fingerprinted and cleared by the Office of Mental Health (OMH).
- Commitment to recovery-oriented practice.
- Ability to work independently and as part of a team.
- Ability to set priorities and manage multiple and competing tasks.
- Good writing skills.
- Ability to utilize various computer programs, specifically, Microsoft Word and Excel.
- Show initiative and be responsible for follow-through.
- Ability to maintain confidential information, as related to the position.
- Ability to walk up several flights of stairs.
- Ability to work in the field (using public transportation).
- Ability to work overnight hours, preferred

To apply go to www.communityaccess.org.

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Senior Peer Bridger**Job Location:** Queens**Posted:** 10/11/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

The Senior Peer Bridger works to develop mentoring and supportive relationships with NYC adult home residents, promoting connection and hope in the transition to supported housing. 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 (Field Based)

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.
- Engage residents to identify and understand barriers to housing transition.
- Participate in recruitment efforts.
- Utilize strength-based, motivational engagement with residents who have not been successfully engaged in transition services.
- 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. Help residents become familiar with and understand the range of support services available.
- 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.
- 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.
- Collaborate in conducting fact-finding and research projects including surveys, interviews, and asset based community mapping.
- Assist individuals to enhance awareness of personal interests and preferences, awareness of environmental resources and making informed decisions regarding participation
- Assist individuals in connecting with other peers, using their strengths and skills to build sustainable relationships.
- Advocate with and for residents to promote community integration, proactively addressing potential barriers such as transportation, fear, stigma and communication with others.
- Complete and submit all internal documentation including participant-related data such as notes and employment or referral-related outcomes in AWARDS.
- Participate in data collection and recording related to outcomes and other program, agency or funder/ contactor priorities
- Conduct workshops and community events.
- Travel and work afternoons, evenings and weekends

Experience/Requirements**Education Requirements:**

- Recipient/survivor of mental health services, required.
- Minimum of a High School/Equivalency Diploma, required. Bachelor's degree, preferred.
- New York State Peer Certification, required, (or application for certification submitted 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.

To apply go to www.communityaccess.org

Agency: Community Access -- SSA**Site:** Community Access -- SSA**Position:** Senior Service Coordinator**Job Location:** Bronx**Posted:** 7/19/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

HR Dept.

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

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

Position Location: Vyse Avenue

Position Status: Full Time

Salary: \$22.06/hour

Primary Job Functions:

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

Provide recovery-oriented support services and outreach to assigned program participants.

Assist Program Manager in monitoring program records to meet program and contractual standards.

Assist Program Manager in maintaining inventory of program supplies.

Provide back-up to Program Manager when he or she is off site.

Guiding staff with dealing with issues consistent with the direction of Program Manager.

Assist Program Manager in coordinating intake and maintaining a full program census.

Develop and assist in implementing service plans determined by goals of program participants, including:

Reviewing service plans with program participants, Identifying progress Revising plans as needed. for all participants.

Produce and maintain thorough, accurate and timely documentation in service records.

Assist program participants by providing education of, advocacy for and monitoring of delivery of care from external service providers, including educating providers on special issues, etc.

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

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

Perform other duties as assigned.

Experience/Requirements**Education Requirements:**

Minimum of a high school diploma or equivalent (GED)

Bachelor's degree, preferred.

Job Qualifications

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

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

Excellent oral and written communication skills.

Must be cleared through CA Background check process (Justice Center, OCFS, etc.)

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

Be creative and flexible.

Ability to maintain confidential information, as related to position.

Provide holiday, evening, and weekend coverage, as necessary.

To apply go to www.communityaccess.org

Agency: Community Access -- SSA
Site: Community Access -- SSA
Position: Urban Farm Associate
Job Location: Bronx

Posted: 8/16/2021 **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

Job Description

Maintain urban farm and all its ancillary components, in partnership with CA community, that feature a diversity of vegetables, fruits and herbs that are culturally and seasonally appropriate for the site community.
 Provide technical assistance and train community members and CA staff in urban agriculture techniques in order to have successful self-sustaining production site.
 Provide culturally intelligent programming that is responsive and supportive of participants' unique experiences and backgrounds.
 Develop and maintain inventories and tracking resources to document farm production/output.
 Excite and inspire tenants to engage in all activities of the farm.
 Develop outreach and recruitment materials for distribution to staff and tenants with approval by CA administration.
 Research and develop nutrition education and food resource guidance documents and lessons.
 Think strategically about the implications of program changes, curriculum developments and new initiatives; provide evidence-based rationale for improvements and ideas.
 Represent CA food projects to governmental agencies, community and the public when requested.
 Perform other duties as assigned.

Experience/Requirements

Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access
 Ability to work with diverse staff and community, and provide effective guidance to a multi-lingual and multi-ethnic population
 A minimum of high school diploma or equivalent
 One year technical training and one year work/internship in the areas of community gardening, urban agriculture, or food production
 This position requires the physical ability to move/lift heavy objects, to kneel/sit/bend on the ground, and work outdoors in hot or cold weather
 Ability to work independently and as part of a team
 Excellent oral and written communication skills
 Intermediate level of proficiency in Microsoft Excel, Word and PowerPoint
 Must be fingerprinted and cleared by the New York State Justice Center
 Bilingual Spanish-speaking, preferred

To apply go to www.communityaccess.org.

BA/BS Required

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

Posted: 8/30/2021 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

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

Job Description

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

Experience/Requirements

Case Manager 2
 Bachelor's Degree

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

To apply go to www.cucs.org.

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

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

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

Job Description

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

Experience/Requirements

Case Manager 2
 Bachelor's Degree
 Case Manager 3

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

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

Posted: 9/13/2021 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

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

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

Experience/Requirements

A bachelor's degree in social work, psychology, mental health counseling, criminal justice, or other health and human services related field is required per funding guidelines.

- Experience working with people with histories of substance abuse, mental illness, and trauma strongly preferred
 - This person must possess strong assessment, written and verbal communication skills, and computer literacy.
 - Bilingual Spanish/English preferred
- To apply go to www.cucs.org.

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

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

Contact Info

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

Job Description

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

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

Experience/Requirements

A bachelor's degree in social work, psychology, mental health counseling, criminal justice, or other health and human services related field is required per funding guidelines.

- Experience working with people with histories of substance abuse, mental illness, and trauma strongly preferred
- This person must possess strong assessment, written and verbal communication skills, and computer literacy.
- Bilingual Spanish/English preferred

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

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

Contact Info

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

Job Description

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

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

Experience/Requirements

A bachelor's degree in social work, psychology, mental health counseling, criminal justice, or other health and human services related field is required per funding guidelines.

- Experience working with people with histories of substance abuse, mental illness, and trauma strongly preferred
 - This person must possess strong assessment, written and verbal communication skills, and computer literacy.
 - Bilingual Spanish/English preferred
- To apply go to www.cucs.org

Agency: Center for Urban Community Services -- SHA
Site: CUCS -- SHA
Position: Education and Activity Spclst.
Job Location: Bronx

Posted: 8/30/2021 **FT/PT:** FT
Benefits: Unknown **Hrs/Week:**
Salary:
Pay/Hr:

Contact Info

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

Job Description

The Education & Activity Specialist is principally responsible for community building, activity oriented group work, educational activities, resource development, and limited direct recipient care. The Education & Activity Specialist will work collaboratively with direct care staff, therapeutic activity providers, volunteers, and management to provide integrated therapeutic activities. This position is responsible for planning, promoting, and facilitating activity groups in collaboration with staff or on their own. Activities include age appropriate youth events/activities and community events which serve to support the rehabilitation services provided to the agency's recipients. The Education & Activity Specialist is also responsible for increasing access to community supports by developing relationships with community resources, educating and supporting staff in accessing resources, and acting as liaison in communicating with resources.

*During the ongoing pandemic emergency, many in-person activities are suspended and the education activity specialist may be called upon to assist with remote learning with families with school aged children, and provide activities to the families via video applications such as Zoom.

Experience/Requirements

- BA and 2 years direct service experience with indicated populations (BSW and 1 year), or Associate's Degree with 3 years relevant experience
- Demonstrated ability to serve a special needs population such as the homeless and/or mentally ill
- Demonstrated ability to work with school aged children
- Related experience and knowledge of designated therapeutic activity
- 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
Site: CUCS -- SHA
Position: Tenant Services Coordinator
Job Location: Brooklyn

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

Contact Info

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

Job Description

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

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

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

Experience/Requirements

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

To apply go to www.cucs.org.

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

HR Dept.

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

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

Position Overview

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

The Ideal Candidate:

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

Core Principles

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

- Respectful communication
- Professionalism
- Flexibility
- Responsiveness

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

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

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

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

Coordinate leave

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

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

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

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

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

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

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

Produce relevant metrics for assigned organization/department

Host monthly in-field days assigned department divisions.

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

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

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

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

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

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

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

Participate in HR special projects

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

Attend and participate in supervision, trainings, as required.

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

Experience/Requirements

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

Ability to prioritize and meet deadlines

Advanced analytical aptitude

Excellent oral and written communication skills

Creative and flexible

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

Innovative forward thinker

Ability to maintain confidential information, as related to position

Ability to work independently and as part of a team

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

To apply go to www.communityaccess.org.

MA-MSW-CSW Required**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Per Diem Social Worker**Job Location:** Manhattan**Posted:** 10/11/2021**Benefits:** Unknown**FT/PT:** PT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035**Job Description**

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

Experience/Requirements

LMSW

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

Good writing and verbal communication skills

Computer literacy

Bilingual Spanish/English is preferred

To apply go to www.cucs.org**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Respite Coord. Social Worker**Job Location:** Manhattan**Posted:** 9/13/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**Mail: CUCS
198 East 121st St. 6th Fl.
New York, NY 10035**Job Description**

We are currently hiring for a Respite Coordinator position for the Drop In Center. The shift is M-F 11am-7pm.

The Respite Coordinator is responsible for coordinating the overall Respite Bed Program in collaboration with the Program Director and Assistant Program Director to ensure client services are delivered appropriately and according to Department of Homeless Services requirements. The RC develops relationships with respite bed sites and liaises with them to ensure that staff and volunteers are trained on issues and needs particular to the single adult street homeless population, including but not limited to responding to client emergencies. Other responsibilities include:

- Assessment of clients for possible referral to respite beds
- Coordination and over site of daily transportation of clients to and from respite sites
- Coordination of linen and laundry services to respite bed sites
- Provision of support services to community based partners
- Preparation of incident investigation, documentation and reporting as required
- Facilitation of therapeutic groups to be determined and as dictated by community need

The Respite Coordinator will participate and contribute to a program culture that is client-centered, outcome oriented and dedicated to continuous quality improvement. This position carries considerable leadership, administrative and community relations responsibilities in addition to clinical contact with clients. LCSW supervision will be provided toward licensure.

Experience/Requirements

MSW; LMSW preferred. CUCS requires that all full time social workers who provide services within the LMSW or LCSW scope of practice have a license within 6 months from date of hire. Recent and upcoming graduates are encouraged to apply. Candidates must be able to work effectively as a member of a multidisciplinary team. Bilingual Spanish/English strongly preferred. Relevant experience working with population served by the program preferred. Candidates must have excellent outreach, assessment, written and verbal communication skills. Computer literacy required.

To apply go to www.cucs.org.