



# CUCS JOBS JOURNAL

A PUBLICATION OF THE HOUSING RESOURCE CENTER

VOL. 26, NO. 24

MONDAY, NOVEMBER 22<sup>TH</sup>

2021

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### CUCS JOBS JOURNAL

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

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

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

The next issue of the Jobs Journal will be published **December 6, 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/>.

## Peer Specialist Positions Available With CUCS Intensive Mobile Treatment Team

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

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

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

**Agency/Site Abbreviations**

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

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

**The CUCS Jobs Journal** **Monday, November 22, 2021**

**HS Diploma/GED Required**

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

**Site:** CUCS -- SHA

**Position:** Administrative Assistant

**Job Location:** Manhattan

**Posted:** 11/8/2021

**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 trains human service providers across the nation through classroom-based training and hands-on-coaching to help our training participants have a measurable and meaningful impact.

CUCS' Academy for Justice-Informed Practice (Academy) is workforce training initiative targeting professionals of all disciplines who work with individuals with behavioral health needs and criminal justice involvement. We partner with experts from across mental health and criminal justice disciplines to develop and conduct high quality training programs that advance leading-edge information, teach concrete skills and foster best practices.

The Administrative Assistant is responsible for assisting the Office Manager and/or the Program Director in carrying out the administrative support activities in a particular program unit. This individual must possess a thorough knowledge of office procedures and the ability to participate in identifying and addressing operational problems. The Administrative Assistant is expected to exercise initiative and good judgment and to carry out their duties with a high degree of autonomy.

**Experience/Requirements**

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

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

**Site:** CUCS -- SHA

**Position:** Bilingual Case Manager

**Job Location:** Bronx

**Posted:** 11/22/2021

**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 Lenniger will carry a caseload of 25-30 individuals and families. The Case Manager's role is to help clients to build full and satisfying lives by achieving goals that are meaningful to them. Responsibilities include, but are not limited to:

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

**Experience/Requirements**

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

Note: For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas  
Demonstrated ability to provide services to clients with psychiatric and medical disabilities and with issues of substance abuse.  
Experience working with families.  
Computer literacy, excellent writing and verbal communication skills are required.

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

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

**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

**Position:** Bilingual Case Manager

**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:** 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

**Position:** Case Manager

**Job Location:** Bronx

**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

**Posted:** 11/22/2021 **FT/PT:** FT  
**Benefits:** Unknown **Hrs/Week:**  
**Salary:**  
**Pay/Hr:**

**Contact Info**

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

**Position:** Case Manager

**Job Location:** Brooklyn

**Job Description**

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

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

**Experience/Requirements**

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

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

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

**Posted:** 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](http://www.cucs.org).

**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:** Bronx

**Posted:** 11/22/2021 **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 CUCS Assertive Community Treatment Team serves 68 individuals diagnosed with severe and persistent mental illness whose needs have not been met by traditional clinic based services.

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

The ACT team provides comprehensive mental health and social service support, helps to obtain and maintain housing, works with individuals to return to a full and satisfying life in the community, and assists with an eventual transition to less intensive services in the community.

ACT services are delivered by a multi-disciplinary, mobile, professional team that utilizes a harm reduction approach and assumes total responsibility for case management, rehabilitation, psychiatric and substance use services. The ACT team provides at least 80% of its services in the community, primarily through home visits. The program is serves clients living in the Bronx and Manhattan. The ACT team provides a supportive, collaborative work environment.

**Experience/Requirements**

Case Manager 1 – High School Diploma or equivalent and 2 years experience

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

Case Manager 3 - BSW and 1 year relevant experience (excluding fieldwork) or Bachelor’s degree and 2 years relevant experience or HS diploma or equivalent and 6 years relevant experience.

For applicants without college degrees, every 30 credits can be substituted for 1 year of experience.

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.

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

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

**Posted:** 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](http://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](http://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 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](http://www.cucs.org)

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

**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 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:** Early AM Case Manager  
**Job Location:** Manhattan

**Posted:** 11/22/2021 **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 provides a full range of direct services to clients living on the streets and pursuing permanent housing. The Case Manager will work within an interdisciplinary team focusing on moving people off the streets of Upper Manhattan into permanent housing and successfully reintegrating into their communities. The Case Manager's responsibilities will include outreach to clients living on the street as well as assisting their caseload with obtaining permanent housing. The early morning case manager's schedule is from 5:30am to 1:30pm. There are 4 Quarterly Overnight counts all staff are expected to attend.

**Experience/Requirements**

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

- Applicants with Spanish language proficiency will be prioritized
- Must have valid driver's license

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

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

**Posted:** 11/8/2021 **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 Medication Case Manager is responsible for working along side the site's medication team, which includes a LPN and 2 other medication Case Managers, to monitor all aspects of the medication process for the shelter residents. Assistance with Self Administration of Medication is a fundamental part of our program model. The Evening Medication Case Manager will monitor clients self administering their medication, seek out clients and provide counseling to encourage medication compliance, assist with ordering and receiving of medications. Additional tasks include escorting, coordination with onsite providers, and opportunities for on-site groups. The Evening Medication Case Manager will work along side all staff to help our clients live full and satisfying lives in the community; helping their team and program to function well and meet their contractual obligations; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements.

**Experience/Requirements**

2 years as CM 1  
 or  
 Bachelor's Degree  
 Case Manager 3  
 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.

2 years as CM 2  
 or  
 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:** Medication Case manager**Job Location:** Manhattan**Posted:** 11/8/2021**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 Medication Case Manager is responsible for working with clients to provide Assistance with Self Administration of Medication (AWSAM), which is a fundamental part of our program services. The Case Manager will work with 20 to 25 clients each. The Case Manager will monitor clients self administering their medication, provide health literacy, seek out clients and provide counseling to encourage medication compliance, assist with ordering and receiving of medications. Additional tasks include escorting, coordination with onsite and community providers, and opportunities for on-site groups. The Case Manager will work along side all staff to help our clients live full and satisfying lives in the community; helping their team and program to function well and meet their contractual obligations; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements.

THIS POSITION IS LOCATED IN THE TIMES SQUARE AREA OF MANHATTAN

**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.

Case manager 4 – For internal applicants who have been in the Case Manager 3 position for 3 years.

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Outreach Worker**Job Location:** Manhattan**Posted:** 11/8/2021**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 Outreach Worker will be responsible for responding to 311 calls from the community regarding homeless individuals, checking on clients in weather related emergencies, as well as generally engaging with clients sleeping on the street. They will complete client transports to shelter, transitional, and permanent housing, as well as other escorts. They will utilize a harm reduction approach emphasizing meeting clients "where they are at" without judgment or coercion. The Outreach Worker will work with a diverse range of clients including substance users, people with mental illnesses, and people involved with the criminal justice system. They will work within an interdisciplinary team focusing on moving people off the streets of Upper Manhattan into permanent housing and successfully reintegrating into their communities.

**Experience/Requirements**

Must have valid driver's license

Must be able to work effectively as part of a team.

Relevant experience working with the homeless population preferred.

Computer literacy, especially in regards to Microsoft Excel, Outlook, and Word

Educational requirements include a minimum of a Bachelor's Degree and 2 years relevant experience, OR, HS Diploma and 4 years experience. For every 30 college credits earned, 1 year of experience may be reduced from the requirement for applicants with HS diplomas.

Applicants with Spanish language proficiency preferred

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

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

**Posted:** 11/8/2021 **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 Overnight Case Manager is responsible for working with all clients to help them live full and satisfying lives in the community; helping their team and program to function well and meet their contractual obligations; and striving, as appropriate to their role, to fulfill the CUCS programs' core purpose, core values and vision statements. Services that the Overnight Case Manager will be expected to provide include, but are not limited to, supportive counseling, outreach, written assessments, case management, advocacy, and crisis intervention. The Overnight Case Manager is expected to monitor the building during the overnight shift, ensure the safety of the clients, report census updates to the Department of Homeless Services and support the site to ensure the good functioning of the program as a whole.

**Hours:**  
 Monday-Friday 12am-8am

**Experience/Requirements**

Case Manager 2  
 2 years as CM 1  
 or  
 Bachelor's Degree

Case Manager 3  
 2 years as CM 2  
 or  
 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:** Peer Specialist (IMT)  
**Job Location:** Manhattan

**Posted:** 10/25/2021 **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 4 Peer Specialist positions with the Intensive Mobile Treatment Team. The Intensive Mobile Treatment Team works with individuals that move frequently across the behavioral health care system (outpatient and inpatient), the homeless services system (shelter, street, Safe Haven), and the criminal justice system (jail, probation, parole), and have barriers to engage in the services they need.

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

**Experience/Requirements**

- Provisional or Professional Peer Specialist certification preferred.
- Lived experience with and an ability to navigate service systems.
- Knowledge of the principles of recovery oriented and trauma informed service delivery.
- Ability to engage individuals around mental health, substance abuse, and/or criminal justice issues.
- This person must possess strong written and verbal communication skills, and have a familiarity with computers.
- Bilingual Spanish/English preferred

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

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Peer Specialist Supervisor**Job Location:** Manhattan**Posted:** 10/25/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Mail: CUCS

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

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

**Responsibilities**

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

To apply go to [www.cucs.org](http://www.cucs.org).**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Peer Specialist Supervisor**Job Location:** Manhattan**Posted:** 8/30/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**

Mail: CUCS

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

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

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](http://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**

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](http://www.cucs.org).

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

**Posted:** 11/22/2021 **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 Center for Urban Community Services (CUCS), a national leader in the development of effective housing and service initiatives invites applications for the following position at the Schermerhorn, a permanent supportive housing residence in Boerum Hill, Brooklyn. The Schermerhorn houses 116 tenants many of whom have histories of mental illness, homelessness, substance abuse and/or HIV/AIDS.

Per Diem Case Manager

Responsibilities include provision of clinical services, outreach to tenants; facilitating organized outings and activities; crisis intervention and providing general assistance as needed.

**Experience/Requirements**

- High School diploma.
- One-year direct practice experience in mental health and/or Substance Abuse Treatment.
- A Bachelors Degree may substitute for one-year experience.
- Related experience working with mentally ill or homeless individuals is strongly preferred.
- Good verbal and written communications skills.
- Computer literacy.
- Bilingual Spanish/English preferred.

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

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

**Posted:** 11/22/2021

**FT/PT:** PT

**Contact Info**

**Site:** CUCS -- SHA

**Benefits:** Unknown

**Hrs/Week:**

**Position:** Per Diem Case Manager

**Salary:**

Mail: CUCS

**Job Location:** Brooklyn

**Pay/Hr:**

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

**Job Description**

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

Schedule: Friday evenings 4pm – 7pm & Saturday 10am – 3pm, alternate weekends.

**Experience/Requirements**

High School diploma; one-year direct practice experience in mental health and/or Substance Abuse Treatment. Related experience working with mentally ill or homeless individuals is strongly preferred, good verbal and written communications skills; computer literacy. A Bachelors Degree may substitute for one-year experience  
To apply go to [www.cucs.org](http://www.cucs.org).

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

**Posted:** 10/11/2021

**FT/PT:** FT

**Contact Info**

**Site:** CUCS -- SHA

**Benefits:** Unknown

**Hrs/Week:**

**Position:** Receptionist

**Salary:**

Mail: CUCS

**Job Location:** Manhattan

**Pay/Hr:**

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](http://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](http://www.cucs.org).

**Agency:** Community Access -- SSA

**Posted:** 9/27/2021

**FT/PT:** FT

**Contact Info**

**Site:** Community Access -- SSA

**Benefits:** Unknown

**Hrs/Week:**

HR Dept.

**Position:** Career Coach

**Salary:**

Mail: Community Access

**Job Location:** Manhattan

**Pay/Hr:**

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:** Case Managers**Job Location:** Citywide**Posted:** 11/8/2021**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 Entry-Level Case Manager (Service Coordinator) provides supportive services to assigned program participants in a housing setting. The type of support includes assisting with defining personal, vocational, and educational goals and using a person-centered / Harm Reduction model that supports individuals in their recovery, hopes, and opportunities.

Position Type: Full Time

Location: Manhattan, New York

Salary: \$40,800

**Essential Job Functions**

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

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

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

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

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

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

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

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

**Position Qualifications:**

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

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

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

Excellent oral and written communication skills.

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

Be creative and flexible

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Family Advocate**Job Location:** Bronx**Posted:** 10/25/2021**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 provides affordable housing and supportive services to individuals with psychiatric disabilities, histories of homelessness and substance use, families who have experienced homelessness, and other low-income community members.

**Position Overview:**

Provides support and advocacy services to families as defined by Community Access guidelines and regulatory contracts; including assisting with defining personal, familial, vocational and educational goals. Assistance to program participants uses a person-centered model that supports individuals in their recovery, hopes and opportunities.

**Position Location:** Bruckner Ave, Bronx NY**Position Type:** Full Time**Salary:** \$19.23 - \$21.63 (based on experience)**Essential Job Function:**

- Provide outreach, advocacy, and supportive services to assigned families.
- Develop and assist in implementing service plans determined by goals of program participants, including reviewing service plans with family, identifying progress, and revising plans as needed.
- Facilitate support groups and parenting skills workshops
- Assist in navigating the child welfare system for involved families
- Advocate for families within the community to ensure their needs are being met, including assisting in navigating the school systems
- Work in collaboration with other support staff to provide supportive services that meet the needs of children, youth, and families
- Organize and support social and recreational activities for families
- Provide education and support for co-workers regarding family systems and family-related concerns
- Assist program participants in advocating for quality care received from external service providers, including educating providers on special issues, etc.
- Assist program participants in maintaining apartment free from unsanitary conditions and safety hazards, utilizing individualized strategies, e.g. teaching, feedback, demonstration and other forms of hands-on interventions, as needed.
- Provide referrals for treatment for mental health concerns, substance use, and physical health problems, as dictated by program participants.
- Assist program participants in identifying vocational and educational goals and opportunities, including assessment, support and follow-up.
- Assist program participants with conflict resolution, as necessary.
- Utilize harm reduction strategies when working with individuals experiencing drug and/or alcohol-related problems.
- Provide crisis intervention, as necessary
- Provide support and training on skill-building, including assertiveness, self-advocacy, socialization, parenting, and other skills on related issues.
- Create or maintain a special project each year (e.g. participate in the advocacy department, coordinate an activity, participate in a committee, etc.)
- Provide holiday, evening and weekend coverage, as necessary.
- Provide coverage and support for non-assigned program participants, as needed

**Experience/Requirements**

- Have an understanding, appreciation, and commitment to the philosophy and mission of Community Access.
- Qualified candidates must be a parent with experience navigating human service systems for families and children, including behavioral health, education, child welfare and homeless service systems.
- Minimum of a high school diploma or equivalent (GED).
- Must be fingerprinted and cleared by the New York State Justice Center.
- Commitment to recovery-oriented practice.
- Be skilled in conflict mediation/negotiation and have an assertive approach to problem-solving.
- Excellent oral and written communication skills.
- Ability to utilize various computer programs, specifically Microsoft Word and Excel.
- Be creative and flexible.
- Show initiative and be responsible for follow-through.
- Ability to maintain confidential information, as related to the position.
- Ability to work independently and as part of a team.
- Bilingual Spanish-speaking, preferred.
- Ability to walk up several flights of stairs.
- Ability to work in the field (using public transportation).

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Housing Counselor**Job Location:** Manhattan**Posted:** 10/25/2021**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 Housing Counselor oversees a supervised transitional housing community which is a community residence program dedicated to helping people with mental health concerns move from shelters and hospitals into the community.

**Essential Position Responsibilities****Socialization Events:**

In conjunction with the residents, organize socialization events and evening activities.

Run recreation groups.

Accompany residents on socialization activities both in and outside the site.

**ADL Training and Coaching:**

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

**Medication Monitoring:**

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

Observe and assist residents in packaging their medications.

Provide coaching and follow up to foster self-medication skills

**House Management:**

Perform room checks.

Provide hands-on assistance to residents in keeping personal area clean and orderly.

Maintain cleanliness of site, including bathrooms, garbage disposal and kitchen cleaning.

Assist residents with sleep hygiene (good sleep habits which promote normal, quality nighttime sleep) routine.

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

Provide crisis management, as needed.

**Meal Preparation and Coordination:**

Serve pre-made nutritious meals for residents and prepare plates for those not present.

Engage residents in meal preparation to provide hands on assistance to prepare meals, from menu selection through cooking and clean-up.

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

**Administrative and Clerical:**

Answer phones, take messages, and provide routine information about

Handle packages in accordance with package policy.

Provide holiday coverage.

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

Possess a minimum of a high school diploma or equivalent (GED)

**Position Qualifications**

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

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

Be creative and flexible

Maintain confidentiality of information, as related to position

Ability to work independently and as part of a team

Get fingerprinted and cleared by the Office of Mental Health (OMH)

Ability to lift 40 lbs

Understand and apply a commitment to recovery-oriented practice

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

**Agency:** Community Access -- SSA  
**Site:** Community Access -- SSA  
**Position:** Housing Counselor - Per Diem  
**Job Location:** Bronx

**Posted:** 10/25/2021 **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**

A community residence program dedicated to helping people with psychiatric disabilities move from shelters and hospitals into the community and onto the path toward independent living.

**Position Overview:**

The Housing Counselor oversees a supervised transitional housing community which is a community residence program dedicated to helping people with psychiatric disabilities move from shelters and hospitals into the community and onto the path toward independent living. We provide supportive housing to 14-24 community residents.

**Position Type:** Per-Diem

**Shifts Available:** Flexible Schedule

- 8am-4pm
- 4pm -12am
- 12am -8am

**Position Location:** Vyse Ave, Bronx New York

**Position Salary:** \$16.32

**Essential Position Responsibilities**

**Socialization Events:**

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

**ADL Training and Coaching:**

- One-on-one and group training and coaching on the development of essential life skills with a focus on independent living.

**Medication Monitoring:**

- Provide close observation and keep accurate records of residents taking their medications.
- Inform appropriate staff when a resident is not taking his/her medications as prescribed or has missed a dosage.
- Observe and assist residents in packaging their medications. Provide coaching and follow up to foster self-medication skills

**House Management:**

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

**Physical safety and security:**

- Provide accurate documentation of activity in-house.
- Observe and document residents' interactions; provide interventions, as needed.
- Provide crisis management, as needed.

**Meal Preparation and Coordination:**

- Serve pre-made nutritious meals for residents and prepare plates for those not present.
- Engage residents in meal preparation to provide hands-on assistance to prepare meals, from menu selection through cooking and clean-up.
- Escort residents on food and household shopping excursions as a way to develop residents' skill and confidence.

**Administrative and Clerical:**

- Answer phones, take messages and provide routine information about
- Handle packages in accordance with the package policy.
- Provide holiday coverage.

**Experience/Requirements**

**Position Education Qualifications:**

- Possess a minimum of a high school diploma or equivalent (GED)

**Position Qualifications**

- Be skilled in conflict mediation/negotiation/resolution and have an assertive approach to problem-solving
- Ability to utilize various computer programs; specifically, Microsoft Word and Excel
- Be creative and flexible
- Maintain confidentiality of information, as related to the position
- Ability to work independently and as part of a team
- Get fingerprinted and cleared by the Office of Mental Health (OMH)
- Ability to lift 40 lbs

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Office Services Associate**Job Location:** Manhattan**Posted:** 11/22/2021**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 Office Services & Purchasing Associate provides administrative assistance and project work in the Office Services and Purchasing Department. under the direction of the Office Services and Purchasing Manager.

Position Location: New York, New York

Position Status: Full Time

Hourly Rate: \$15.00 / hour

Essential Job Functions

**Purchasing**

Serves as a liaison between Purchasing Department and vendors, including monitoring and responding to payment inquiries, reviewing vendor statements and requesting copies of missing invoices.

Matches invoices and Purchase Orders together.

Learn and take responsibility to Scan, upload and code invoices in Doclink system.

Regularly monitors Approved POs and assists Purchase Manager in processing orders.

Maintain Database of all matched Invoices and Purchase Orders

Monitors and responds to questions related to audit trail for all purchases.

Maintains electronic vendor file; contacts vendor to verify company information.

**Office Services**

Assists Office Services with mail sorting, mail posting and walking to the post office for outgoing certified mail. Including maintenance of appropriate levels of postage and mailing supplies and accurate logs of postage fees directed to specific agency allocations.

Assists Office Services with morning walk through of the office which includes verifying cleanliness of the office and monitors Office Supplies, including paper in the copy machines.

Assists Office Services with UPS mailing services, including PPI supplies and documents.

Responsible for maintaining and updating utilities spreadsheets and contacting vendor for missing invoices.

Assist Office Manager with matching invoices and purchase orders to upload to accounts payable system.

Staffs front desk reception area for reception relief daily, and when receptionist is out of the office, to ensure effective telephone communication both internally and externally to

maintain a professional and respectful image, including answering phones and taking messages, directing callers and visitors to the appropriate departments or sites, when scheduled.

Assists with the updating of agency directories.

Assist Office Manager with maintaining document management system for invoices, check requests and related documentation.

Assist with conference room services at main office, including scheduling and requested support (ordering food, office supplies, copying documents, room set-up, etc.

Performs other duties as assigned.

**Experience/Requirements****Education Qualifications**

Minimum of a high school diploma or equivalent (GED).

**Job Qualifications**

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

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

Previous experience in purchasing, development and implementation of policies and procedures, etc., helpful.

Excellent organizational skills, time management and planning skills.

Demonstrated ability to work as part of a team.

Excellent oral and written communication skills.

Ability to utilize various computer programs, specifically, Microsoft Access, Adobe PDF, Outlook, and Excel.

Be creative and flexible.

Show initiative and be responsible for follow through.

Ability to maintain confidential information, as related to position.

Ability to communicate effectively across all levels of the organization.

Ability to accurately advise the agency management and staff on all phases of purchasing.

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

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Peer  
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](http://www.communityaccess.org).

**Agency:** Community Access -- SSA

**Posted:** 10/11/2021

**FT/PT:** FT

**Site:** Community Access -- SSA

**Benefits:** Unknown

**Hrs/Week:**

**Contact Info**

HR Dept.

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

**Position:** Respite Worker

**Salary:**

**Pay/Hr:**

**Job Location:** Manhattan

**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](http://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](http://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](http://www.communityaccess.org)

**BA/BS Required**

**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](http://www.cucs.org).

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

**Posted:** 11/22/2021 **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:** 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](http://www.cucs.org).

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Case Manager 2**Job Location:** Manhattan**Posted:** 11/22/2021**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 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](http://www.cucs.org).

**Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Education and Activity Splst.**Job Location:** Bronx**Posted:** 8/30/2021**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 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](http://www.cucs.org).

**Agency:** Community Access -- SSA**Site:** Community Access -- SSA**Position:** Coordinator of Employment**Job Location:** Manhattan**Posted:** 11/22/2021**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**

Howie the Harp Advocacy Center, which is run by professionals who have personal experience with the mental health system, offers an array of services that help individuals with mental health concerns find meaningful, permanent employment and develop careers in human services.

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

Position Type: Full Time ( Monday - Friday 9am - 5pm)

Location: 2090 Adam Clayton Blvd, New York, New York 10027

Position Salary: \$65,000

Position Description:

The Coordinator of Employment and Career Services oversees the provision of all pre-and post-employment support services, provided to participants by Career Coaches. The Coordinator ensures that supports are delivered responsively, effectively and efficiently, and that trainees who complete the classroom program obtain and complete internships, and successfully secure a competitive job in human services. The Coordinator also ensures that all support services are accurately documented in data management system (AWARDS) in a consistent and timely manner.

**Experience/Requirements**

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

Be recipient/survivor of mental health services (past or present) required.

Be attentive to details in documentation and data collection, reporting and analysis required.

Possess strong understanding of employment services and needs. required.

Have ability to utilize various computer programs, specifically Microsoft Word and Excel required

Have minimum of one (1) years experience in working with people in mental health recovery required

Be fingerprinted and cleared by the Office of Mental Health (OMH) required

Have proven ability to problem solve independently, multi-task and prioritize work required

Advanced analytical and innovative problem solving abilities. required

Excellent oral and written communication skills. required

Ability to maintain confidential information, as related to position.

Two (2) years of supervisory experience, preferred.

Two (2) years of job development experience, preferred.

Minimum of two (2) years experience providing benefits, entitlements or work incentives support, preferred.

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

**MA-MSW-CSW Required****Agency:** Center for Urban Community Services -- SHA**Site:** CUCS -- SHA**Position:** Intake Specialist**Job Location:** Manhattan**Posted:** 10/25/2021**Benefits:** Unknown**FT/PT:** FT**Hrs/Week:****Salary:****Pay/Hr:****Contact Info**Mail: CUCS  
198 East 121st St. 6th Fl.  
New York, NY 10035**Job Description**

The Center for Urban Community Services (CUCS), a national leader in the development of effective housing and service initiatives invites applications for the following position in the Central Intake Unit.

Intake Specialist

The CUCS Central Intake Unit is dedicated to providing housing for individuals who are homeless, mentally ill, diagnosed with HIV/AIDS, and/or individuals who are within specified low-income guidelines. The CUCS Central Intake department is responsible for intake for thirteen of CUCS' supportive housing sites throughout the Bronx, Brooklyn, and Manhattan. This position will take the lead on coordinating and conducting interviews for The Sands, CUCS newest supportive housing site.

The Intake Department is located at The Times Square housing site in midtown Manhattan and currently has some remote work option.

Responsibilities:

The Intake Specialist position is part of the Central Intake Unit. This position is responsible for the intake of clients into designated permanent housing sites, including screening applications for eligibility, conducting housing interviews, and coordinating with referral sources and partner agencies. The Intake Specialist has many data management responsibilities including daily management of multiple databases and systems for all program sites and submission of monthly reports to multiple funders. This person will also participate in and contribute to a program culture that is client centered, outcome oriented, and dedicated to continuous quality improvement.

**Experience/Requirements**

Masters Degree required, MSW preferred

Bilingual Spanish/English preferred

Excellent engagement and assessment skills

Strong written and verbal communication skills and attention to detail

Computer Literacy and ability to manage multiple databases

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

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

**Posted:** 10/11/2021 **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 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](http://www.cucs.org)

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

**Posted:** 11/22/2021 **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 Social Worker 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 social worker will be expected to provide include, but are not limited to, supportive counseling, outreach, written assessments, case management, advocacy and crisis intervention. The Social worker will have also the opportunity to facilitate organized classes and activities as well as serve as an assistant team leader in a variety of capacities, building their own leadership skills. The social worker will receive weekly clinical supervision that meets the requirements for LCSW hours and have access to all CUCS agency trainings. Recent MSW graduates are encouraged to apply; must obtain your LMSW within 6 months of hire.

**Experience/Requirements**

MSW or LMSW  
 Related experience working with mentally ill, HIV positive or homeless individuals is strongly preferred.  
 Bilingual applicants preferred  
 Good verbal and written communications skills.  
 Computer literacy.  
 Ability to work as part of a team.

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