



JOB ANNOUNCEMENT

Hamilton-Madison House seeks a part-time PROS Counselor who is responsible for, but not limited to, providing recovery-oriented services in groups, conduct recovery-oriented assessments, developing recovery plans, and helping individuals with mental illness to fulfill their life goals in the Personalized Recovery Oriented Service Program. It is required that they maintain quality paperwork and documentations according to OMH regulation and established HMH protocol, engage in research projects, outreach, and educational activities and participate in clinic team meetings.

Minimum Qualifications:

- BA or MA in Human Service related field, MA preferred
- Bilingual in Mandarin/Cantonese Chinese and English
- Prior community-based health work experiences preferred
- Experience with individuals with mental illness preferred

Essential Functions:

- Provide recovery-oriented services in groups
- Conduct recovery-oriented assessment, develop recovery plans and help individuals with mental illness to fulfill their life goals
- Assist and engage individuals with mental illness in their recovery process
- Maintain quality paperwork and documentations according to OMH regulation and established HMH protocol
- Engage in research projects, outreach and educational activities as assigned by supervisor
- Participate in clinic team meetings
- Other duties assigned by PROS Director/Clinical Director of Behavioral Health or Assistant Executive Director
- Maintain medical records documentation according to HMH, OMH, OASAS policies and procedures
- Meet productivity and quality assurance goals as set forth by agency
- Other duties as assigned

Compensation: Commensurate with qualifications and experience

Hours: Three days per week, 22.5 hours per week

To Apply: Submit your cover letter and resume to:
Human Resources
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: May 10, 2018 **Application Deadline:** Until filled

Hamilton-Madison House is an Equal Opportunity Employer