



JOB ANNOUNCEMENT

Hamilton-Madison House is seeking a full time Senior Mental Health Clinician Supervisor who will be responsible for providing assistance in overseeing the clinical services in the Behavioral Health programs of Hamilton-Madison House. He/she will assist the Clinical Director of Behavioral Health and the Assistant Executive Director of Behavioral Health Services in the management and supervision of the Master Mental Health Internship Program, clinic operations, and outreach activities as needed. He/she will also assist with Quality Assurance of the Behavioral Health program when needed. This position also includes carrying a small caseload of direct clinical work.

Minimum Qualifications:

- Masters in an accredited mental health or counseling related program
- Licensed in the State of New York to provide clinical services
- Excellent interpersonal, oral and written communication skills to work with a multidisciplinary team
- One year of related work and supervisory experience
- Bilingual English/Chinese or other Asian language preferred
- Sensitivity to diverse cultural and linguistic populations

Responsibilities:

- Oversee the operations of the master mental health internship program and maintain relationships with various master level training programs as needed
- Provide clinical and administrative supervision to master level interns or trainees from other disciplines
- Provide clinical and administrative supervision to fee-for-service Behavioral Health Clinician
- Assist the Clinical Director of Behavioral Health and Staff/clinical Psychologists with organizing the outpatient clinics intake process, and assign cases to clinicians and interns
- Provide guidance to clinicians and interns for referrals to other social service providers
- Conduct intake assessments which include screening for common mental health and/or substance use disorder and provide treatment services to individuals, groups and family members as needed
- Provide case management services to HMH clients in the Behavioral Health programs
- Maintain medical records documentation according to HMH, OMH and OASAS policies and procedures
- Assist Program Directors with administration of the clinic operation, specialized projects and quality assurance for clinics
- Participate in clinic team meetings, in-service trainings and other in-House clinical conferences

- Provide workshop/training seminars and other training activities to clinical staff as assigned
- Participate in community education and outreach. Act as consultant to programs within the settlement house and community as required

Compensation: Commensurate with qualifications and experience

Hours: Monday to Saturday, Flexible, 37.5 hours

To Apply: Submit your cover letter and resume to:

Human Resources

Fax: 212-349-2793

Email: hrdept@hmhonline.org

Posting Date: September 1, 2021

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer