



## **JOB ANNOUNCEMENT**

Hamilton-Madison House seeks a full-time Director to provide overall administration and clinical management of the Personalized Recovery Outpatient Services (PROS) program. He/she will work closely with senior management on program budgeting and general oversight of all services, reporting and programming. The Director is a member of the Behavioral Health management team and will be responsible for the development and expansion of the program to align with HMH Behavioral Health goals and mission.

### **Minimum Qualifications:**

- Licensed Mental Health Counselor in psychology or related field
- 2+ years of post-graduate clinical experience
- Supervisory experience
- Bilingual English/Asian Language required
- Knowledgeable of Lower East Side community providers and resources
- Knowledgeable with screening, assessment and treatment planning for common mental health and/or substance use disorders
- Excellent interpersonal, oral, written, and communication skills to work with a multidisciplinary team
- Prior community-based work experiences
- Experience or interest in research and outreach
- Sensitivity to diverse cultural and linguistic populations

### **Essential Functions:**

- Monitor all appropriate level of service requirements related to the PROSpect Place
- Provide clinical supervision of PROS staff and interns
- Carry a caseload of a minimum of two program participants and facilitate a minimum of one weekly PROS group
- Provide intake assessments, individual and group psychotherapy and PROS participants
- Engage in appropriate mental health research projects and form affiliations with other institutions to explore research opportunities
- Develop and manage budget for research and other appropriate program projects as needed
- Establish relationships with academic institution and appropriate community agencies

- Provide in-house psycho-educational trainings to other programs in HMH
- Develop and arrange formal training curriculum for PROS staff/interns
- Provide consultation to other programs in HMH or outside agencies as needed
- Maintain reports and documentations according to established HMH PROS' protocol
- Coordinate relationships with mental health providers and facilitate appropriate referrals and intakes for PROSpect Place program
- Attend monthly offsite provider meetings and/or New York State Office of Mental Health meetings as deemed appropriate by AED of BH
- Prepare and submit paperwork (including monthly progress notes, reports, etc.) in a consistent and timely manner
- Help clinical Director of Behavioral Health Services with organizing the outpatient clinics intake process, facilitate appropriate referrals and assign cases to appropriate clinicians
- Provide workshop/training seminars and other training activities
- Assist AED of BH with administration of the clinic operation and quality assurance
- Assist AED and Clinical Director of BH in the operations of the Master Mental Health Internship program and maintain relationships with various master level training programs as needed
- Attend meetings, conferences, and seminars as a representative of the agency as requested by supervisor
- Work after hours occasionally, if needed and arranged mutually
- 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 Friday, 37.5 hours per week

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

Posting Date: June 16, 2021      Application Deadline: Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**