



## **JOB ANNOUNCEMENT**

Hamilton-Madison House is seeking a full time Recovery Specialist/Case Manager who will provide a full range of counseling/outreach/case management services to individuals and family members with substance use disorder. S/he must be familiar with a variety of community social service providers for the Asian population. S/he participates in the planning, organization, and delivery of cross-disciplinary services such as pre-vocational skills, outreach activities, case work and program administrative tasks. Other responsibilities include clinical and service record keeping as required by funding sources and in compliance with New York City Department of Health and Mental Hygiene (DOHMH), New York State Office of Alcoholism and Substance Abuse Services (OASAS).

### **Minimum Qualifications:**

- BA/BS Degree in Social Work, Sociology, Psychology or Human Service related field, with a CASAC-T preferred
- Minimum of one year job-related experience in a community based substance abuse treatment facility preferred
- Bilingual in English/Chinese (Mandarin and/or Cantonese) required
- Good oral and written communication skills

### **Essential Functions:**

- Perform screening/intake: Interview clients, family members, and significant others in order to obtain psychosocial information
- Co-facilitate a group counseling session for patients with substance abuse issue
- Provide psycho-education, social services, and case management services to program patients
- Assist in facilitating patient's access to vocational training, skills development and employment placement
- Coordinate with patient's insurance providers to obtain an authorization for treatment services
- Assist patients in applying for supported housing, obtaining entitlements such as public assistance, Medicaid, and etc.
- Plan and implement community outreach and recruitment activities and perform outreach activity on weekend as needed
- Perform administrative tasks assigned by supervisor and participate in UR and QI project
- Maintains patient records as required by funding source
- Other related duties as may be required to support clinic operation
- Answer phone inquiries regarding information and referral to substance use disorder
- Provide pre-vocational skills training such as ESL, basic computer skills, job search and application and interview skills
- Provide clients or family members with information about addiction issues and about available services and programs, making appropriate referrals when necessary
- Translate administrative and counseling materials from English to Chinese or vice versa

**Compensation:** Commensurate with qualifications and experience

**Hours:** 37.5 hours per week, Monday to Friday

**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: January 1, 2021      Application Deadline:      Until filled

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