



## JOB ANNOUNCEMENT

Hamilton-Madison House seeks a PROS Counselor who will be working in collaboration with staff in the daily operation of HMH's PROS Program and other Behavioral Health programs, which provides comprehensive rehabilitative services for adults who have serious mental illness. The goal is to help participants achieve personal levels of satisfaction for employment, education, housing, relationships and community involvement. PROS Counselors work with participants to develop individual recovery plans that align with the individual's life goals and objectives.

### Minimum Qualifications:

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

### Essential Functions:

- Manage a caseload of approximately 15 participants, providing case management, referrals and vocational assistance to coordinate services
- Conduct required assessments including wellness recovery action plans, psycho-socials, psychiatric rehabilitation, vocational readiness, and chemical abuse or dependence screenings
- Develop individualized recovery plans based on the above listed assessments
- Develop and facilitate groups according to protocol, which cover Community Rehabilitation and Support, Intensive Rehabilitation, Ongoing Rehabilitation and Support, and Clinical Services as dictated by the Individual Recovery Plans (IRPs) of program participants
- Conduct individual counseling sessions to assist program participants with attainment of the life-role goals specified in their IRPs
- Document participant's progress/regression towards goals in progress notes and determine the need for additional or subtraction of services offered to each participant on an ongoing basis
- Coordinate follow up services once a participant is ready for discharge from the program
- Responsible for maintenance of client records, including timely documentation of services as required by the Center for Medicaid and Medicare Services and the Office of Mental Health
- Enter timely documentation in EMR system
- Participate in weekly clinical team and utilization review meetings
- Engage in research projects, outreach and educational activities as assigned by supervisor
- Meet productivity and quality assurance goals as set forth by HMH
- Other duties as assigned

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@hmonline.org](mailto:hrdept@hmonline.org)

Posting Date: June 5, 2019                      Application Deadline: Until filled

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