



JOB ANNOUNCEMENT

Hamilton-Madison House is seeking a part time Vocational Case Manager, who will be responsible for providing vocational and case management services to individuals living with mental illnesses to help them achieve their vocational and treatment goals in the Personalized Recovery Oriented Services and Outpatient Mental Health Program. He/she will assist the Program Director and the Vocational Specialist to coordinate vocational and employment components of the programs. The position also may include carrying a small caseload of direct clinical work in the program as needed. He/she will also be involved in assisting the Assistant Executive Director and other Program Directors in developing and maintaining partnerships with other organizations on service delivery, research, community services, and outreach efforts.

Minimum Qualifications:

- Bachelor's Degree in human service related field
- Ability to speak either Cantonese or Mandarin required, preferably both
- Excellent networking skill with potential employers and local Chinese community resources
- Knowledge or experience in Individual Placement and Support (IPS) and government benefits preferred
- Excellent oral and written communication skills
- Ability to work in a multidisciplinary team environment
- Experience in the mental health field preferred

Responsibilities:

- Assist in coordinating the vocational/employment components of the PROS and Outpatient Mental Health Programs
- Provide vocational services (e.g., Individual Placement and Support) to participants
- Provide employment training services (i.e. job search, job seeking skills, job interview practice) to program participants
- Help Vocational Specialist develop jobs for program participants
- Build strong connection with the local community organizations, employers and resources
- Facilitate a minimum of one recovery-oriented services in groups, especially those relevant to entitlements and benefits
- Conduct recovery oriented assessment, develop recovery plans and help individuals with mental illness to fulfill their life goals, especially those with employment-related goals as needed
- Teamwork with multidisciplinary team to assist and engage participants in their recovery process
- Maintain quality client records and progress notes according to OMH regulation and established HMM protocols
- Engage in research projects, outreach, and educational activities as assigned by supervisor
- Participate in program team meetings, relevant trainings, and weekly supervision
- Provide vocational base trainings to staff and interns as requested
- Other duties assigned by PROS Program Supervisor, Clinical Director of Behavioral Health or Assistant Executive Director of Behavioral Health

- Attend trainings, meetings, and workshops as directed by Assistant Executive Director of Behavioral Health
- Serve as the duty person to ensure smooth program operation
- Perform administrative and clerical tasks from time to time as needed

Compensation: Commensurate with qualifications and experience
Hours: Monday to Friday, 10:00AM to 3:00PM, 25 hours per week
To Apply: Submit cover letter and resume to:
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: October 7, 2019

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer