



## **JOB ANNOUNCEMENT**

Hamilton-Madison House is seeking a temporary part-time PROS Counselor who will be responsible for, but not limited to, providing recovery-oriented services in groups, conduct recovery-oriented assessments, developing recovery plans, and helping individuals with mental illness to fulfill their life goals in the Personalized Recovery Oriented Service program. It is required that they maintain quality paperwork and documentations according to OMH regulation and established HMM protocol, engage in research projects, outreach, and educational activities and participate in clinic team meetings. This position is temporary through December 30, 2021.

### **Minimum Qualifications:**

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

### **Responsibilities:**

- Provide recovery-oriented services in groups
- Conduct recovery-oriented assessment, develop recovery plans and help individuals with mental illness to fulfill their life goals
- Assist and engage individuals with mental illness in their recovery process
- Maintain quality paperwork and documentations according to OMH regulation and established HMM protocol
- Engage in research projects, outreach and educational activities as assigned by supervisor
- Participate in clinic team meetings
- Meet productivity and quality assurance goals as set forth by agency

### **Compensation:**

Commensurate with qualifications and experience

### **Hours:**

Monday to Friday, 9am – 5pm flexible hours, 22.5 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:**

May 13, 2021

Application Deadline: Until filled

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