



JOB ANNOUNCEMENT

Hamilton-Madison House is seeking a full-time PROS Counselor who will be responsible for providing 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 Counselor work with participants to develop individual recovery plans that align with the individual's life goals and objectives.

Minimum Qualifications:

- BA in Human Service-related field, MA preferred but not required
- Bilingual English/Cantonese and/or Mandarin required
- Prior community-based health work experience preferred
- Experience working with individuals with mental illness preferred

Responsibilities:

- 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-social, psychiatric rehabilitation, vocational readiness, and chemical abuse or dependence screening
- 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

Compensation: Commensurate with qualifications and experience
Hours: Monday to Friday, 9am – 5pm, 37.5 hours per week
To Apply: Submit your cover letter and resume to:
Human Resources
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: October 8, 2021

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer