



JOB ANNOUNCEMENT

Hamilton-Madison House, in partnership with the Grand Street Settlement Community Hub is seeking a temporary full-time Wellness Specialist who will provide a full range of counseling, outreach, and case management services to individuals and family members with mental health and/or substance use disorders. The Wellness Specialist must be familiar with a variety of community social service providers and resources. The position 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 Addictions and Support Services, New York State Office of Mental Health, and SAMSHA. This position is temporary for one year from date of hire.

Minimum Qualifications:

- BA/BS Degree in Social Work, Sociology, Psychology or Human Service related field, or a CASAC-T
- Minimum of one-year job-related experience working in social services case management capacity
- Experience working in mental health and/or substance recovery in a multidisciplinary team preferred
- Bilingual English/Chinese (Mandarin and/or Cantonese) or English/Spanish required
- Good interpersonal skills, oral and written communication skills

Responsibilities:

- Perform screening/intake: interview clients, family members and significant others in order to obtain psychosocial information
- Provide psycho-education, social services, and case management services to program participants
- Assist participants in applying for supported housing, skills development and obtaining entitlements such as public assistance, Medicaid, SNAP, etc.
- Provide pre-vocational skills training such as ESL, basic computer skills, job search and application and interview skills
- Provide information and education on addiction and resources, making appropriate referrals if necessary
- Coordinate with insurance providers to obtain authorization for treatment services
- Plan and implement community outreach and recruitment activities and perform outreach activities on a weekend if necessary
- Answer phone inquiries and triage referrals

- Perform administrative tasks assigned by supervisor and participate in data gathering and quality improvement
- Maintains participant records as required by funding source, including HMMH, GSS, OMH, OASAS and DOHMH
- Translate administrative and counseling materials when necessary

Compensation: Commensurate with qualifications and experience
Hours: Monday to Saturday, 37.5 hours per week
To Apply: Submit your cover letter and resume to Human Resources
Fax: 212-349-2793
Email: hrdept@hmmhonline.org

Posting Date: February 15, 2022 Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer