



## **HAMILTON-MADISON HOUSE IS SEEKING AN ASSISTANT EXECUTIVE DIRECTOR OF BEHAVIORAL HEALTH SERVICES**

HMH is a non-profit settlement house dedicated to improving the quality of life of its community, primarily serving the Two Bridges/Chinatown area of Manhattan's Lower East Side. The House provides a wide range of programs and services designed to enhance the quality of life for all residents throughout New York City's five boroughs, including childcare, cultural enrichment services, senior services, behavioral health services, and immigrant and community services.

HMH Behavioral Health is an Article 31 and 32 Licensed by NYS OASAS and OMH. The largest outpatient clinic focused on the Pan Asian community on the east coast and provides services 7 days per week. Established in 1974, the mental health clinic provides outpatient mental health services primarily to Chinese, Southeast Asian, Korean, and Japanese population in six Asian languages. Behavioral Health Services further expanded by providing addiction recovery services for substance use disorder, gambling prevention, Personalized Recovery Oriented Services (PROS), and a supportive housing program. More information on Hamilton-Madison House can be found at [www.hamiltonmadisonhouse.org](http://www.hamiltonmadisonhouse.org).

### **Primary Responsibilities**

- Provide engaged oversight of behavioral health programs at multiple locations, ensuring high-quality direct services for patients.
- Develop goals for the division that support the House's overall strategic goals and direction; lead the staff in the achievement of these goals.
- Address the challenge of sustained growth while ensuring that direct clinical services are of high quality, expeditious and effective.
- Establish and maintain strong relationships with key stakeholders, including community groups, families, behavioral health-related networks, and private and government funders.
- Collaborate with the House's finance and development staff to create proposals for public and private funding opportunities.
- Provide excellent supervision of program management staff; serve as mentor and coach to team members.
- Ensure that program sites conform to regulations from a variety of City and State agencies.
- Oversee the recruitment and development of a high-performing team. Collaborate with the House's HR department to ensure that HR-related practices (including recruitment

and performance management) are carried out in accordance with internal systems and policies as well as City, State and Federal laws.

- Prepare and submit regular reports to funding sources and the House's Board of Directors.
- Keep abreast of research and new developments in the behavioral health related fields; integrate this learning into program delivery.
- Oversee financial planning and management for the division; collaborate with the Executive Director on the House's annual operating budget.
- Collaborate with the House's finance team on a variety of financial management items, including contract reimbursements and budget modifications.
- Lead ongoing evaluation of the behavioral health services and substance use programs.

### **Skills and Qualifications**

- Master's degree in social work, psychology, public health administration, public health or counseling; or doctorate in psychology (PhD, PsyD); or medical degree with training in psychiatry.
- Must be licensed by the State of New York to provide direct services.
  - Minimum five years of leadership in behavioral health, mental health and/or substance use programs including experience in the development of programs; evaluation of program effectiveness; team building; policy development and fiscal oversight.
  - Demonstrates the highest ethical standards at all times.
  - Ability and willingness to develop and maintain productive relationships with community members and other key stakeholders.
  - Excellent communication skills, enthusiasm, and ability to engage with an audience; comfortable with public speaking.
  - Demonstrated ability to recruit, develop, and retain a high-performing team.
  - Team player with the ability to collaborate with staff across the organization.
  - Demonstrated ability to understand and monitor regulations of a variety of government agencies.
  - Bilingual English/Asian language preferred but not required.

### **To Apply**

Please send your resume and cover letter by e-mail to [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org). Please include "Assistant Executive Director" in the e-mail's subject line. The application deadline is July 31, 2021.

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