



## **JOB ANNOUNCEMENT**

Hamilton-Madison House seeks a full time Clinical Director of Behavioral Health Services to supervise clinical staff in the mental health programs. He/she will also provide clinical and administrative oversight of the PROS Director and staff as needed. The position also may include carrying a small caseload of direct clinical work. The Clinical Director will also be involved in assisting the Assistant Executive Director in developing and maintaining partnerships with other organizations on service delivery, research, community services, and outreach efforts.

### **Minimum Qualifications:**

- Licensed Mental Health Counselor/Licensed Clinical Social Worker
- Licensed Psychologist preferred
- 2+ years of post-graduate clinical experience
- Prior clinical supervisory experiences
- Bilingual English/Chinese preferred
- Knowledgeable of Lower East Side community providers and resources
- Knowledgeable with screening for common mental health and/or substance use disorders
- Knowledgeable with assessment and treatment planning for common mental health and/or substance use disorders
- Excellent interpersonal, oral, written, and communication skills to work with a multidisciplinary team
- Prior community-based work experiences
- Experience or interest in research and outreach
- Sensitivity to diverse cultural and linguistic populations

### **Essential Functions:**

- Provide administrative and clinical supervision to mental health clinicians, supervisors, psych intern, and the PROS Director and staff as needed
- Assist Assistant Executive Director with billing department oversight (i.e., addressing client's billing statements)
- Oversee the administrative and clinical functions of the 5 mental health clinics
- Ensure OMH compliance and quality assurance

- Coordinate relationships with mental health providers and facilitate appropriate referrals and intakes for the mental health program
- Ensure program clinical effectiveness and financial sustainability
- Prepare and submit relevant program report as assigned by the Assistant Executive Director in a consistent and timely manner
- Attend regular administrative staff meetings and supervision meetings onsite and offsite
- Collaborate with other Directors whenever appropriate
- Supervise the operation of the psychology internship program as needed
- Increase outpatient mental health case load when appropriate
- Represent agency as necessary in community outreach event
- Assist Assistant Executive Director in Behavioral Health projects and other duties assigned by the Assistant Executive Director
- Any other responsibilities deemed necessary by the supervisor pertaining to provision of effective services to patients and/or the community.

Compensation: Commensurate with qualifications and experience

Hours: Monday to Friday, 37.50 hours per week

To Apply: Submit your cover letter and resume to:  
Human Resource Department  
Hamilton-Madison House  
253 South Street  
New York, NY 10002  
Fax: 212-349-2793  
Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting Date: December 1, 2017

Application Deadline: Until filled

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