



## **JOB ANNOUNCEMENT**

Hamilton-Madison House is seeking a Behavioral Health Clinician who will be responsible for providing Psychiatric counseling and social services to individuals, families and groups affected by mental health or co-occurring issues. Other responsibilities will include keeping clinical and service records as required by the program and in compliance with the New York State Office of Mental Health, New York City Department of Health and Mental Hygiene and other funding sources. The Behavioral Health Clinician will also familiarize with other services and resources in the community and work closely to provide information and support when required. This position reports to the Clinical Director of Behavioral Health Services.

### **Minimum Qualifications:**

- Master Degree and a minimum of one year of job-related experience with a LMHC/MHC Limited Permit, LMSW/LCSW
- Experience in substance abuse and mental health treatment services preferred
- Bilingual in English/Cantonese required
- Good oral and written, clinical, communication, and interpersonal skills

### **Responsibilities:**

- Provide assessment and treatment services which include individual, family and group counseling on a minimum average of five clinical visits per working day and other support services to patients with mental health issues
- Perform comprehensive psychosocial assessment for patients and maintain medical records documentation according to HMM, OMH and/or OASAS Policies and procedures as appropriate
- Complete and keep up-to-date accurate clinical records such as comprehensive evaluation, treatment plan, progress notes and reports regarding the patients' histories and progress, services provided and other required information
- Provide patients or family members with information with mental health issues and about available services and programs and make referrals when necessary
- Coordinate services with mental health professionals, other health professionals and providers such as psychiatrist, medical doctors, nurses, judges, probation, parole officers, attorneys and social workers
- Conduct in-reach and offsite treatment services as needed
- Adhere to all HMM, OMH, and/or OASAS regulatory policies and procedures as appropriate
- Meet productivity and quality assurance goals as set forth by the department & agency

**Compensation:** Commensurate with qualifications and experience

Hours: Tuesday to Saturday, 9:30am – 5:30pm, 37.5 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: December 22, 2021      Application Deadline: Until filled

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