



## **JOB ANNOUNCEMENT**

Hamilton-Madison House seeks a full-time Director to provide clinical and administrative oversight for the Personalized Recovery Outpatient Services (PROS) program and the HCBS program. He/she will manage group service planning, service delivery, coordination for assigned program participants, OMH compliance and quality assurance.

### **Minimum Qualifications:**

- Licensed Mental Health Counselor or related field
- 2+ years of post-graduate clinical experience
- Prior supervisory experiences
- Bilingual English/Chinese required
- 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:**

- Monitor all appropriate level of service requirements related to the PROSpect Place
- Provide intake assessments, individual and group psychotherapy, and PROS participants
- Engage in appropriate mental health research projects and form affiliations with other institutions to explore research opportunities
- Develop and manage budget for research and other appropriate program projects
- Establish relationships with academic institution and appropriate community agencies
- Provide in-house psycho-educational or parenting workshops to other programs in HMH
- Develop and arrange formal training curriculum for PROS staff/interns
- Provide consultation to other programs in HMH or outside agencies as needed
- Maintain reports and documentations according to established HMH PROS' protocol

- Coordinate relationships with mental health providers and facilitate appropriate referrals and intakes for PROSpect Place program
- Prepare and submit paperwork (including monthly progress notes, reports, etc.) in a consistent and timely manner
- Any other duties deemed necessary by the Assistant Executive director in the operation of PROSpect Place program
- Help clinical Director of Behavioral Health Services with organizing the outpatient clinics intake process, facilitate appropriate referrals and assign cases to appropriate clinicians
- Provide workshop/training seminars and other training activities
- Assist Clinical Director of BH with administration of the clinic operation and quality assurance
- Assist AED and Clinical Director of BH in the operations of the Master Mental Health Internship program and maintain relationships with various master level training programs as needed
- Attend meetings, conferences, and seminars as a representative of the agency as requested by supervisor
- Work after hours occasionally, if needed and arranged mutually
- Any other responsibilities deemed necessary by the supervisor pertaining to provision of effective services to patients and/or the community
- Participate in community education and outreach
- Act as consultant to programs within the settlement house and community as required

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**