



## **JOB ANNOUNCEMENT**

Hamilton-Madison House is seeking a part time Behavioral Health Clinician, who will be responsible for providing counseling and social services to individuals and groups affected by alcoholism, substance abuse with co-occurring mental health problems. Other responsibilities will include keeping clinical and service records as required by the program and in compliance with New York City Department of Health and Mental Hygiene, New York State Office of Alcoholism and Substance Abuse Services (OASAS) and other funding sources. The counselor will also familiarize with other services and resources in the community and work closely to provide information and support when required.

### **Minimum Qualifications:**

- Master Degree and a minimum of one year of job-related experience, with a LMHC or LMHC Limited Permit, LMSW and/or a CASAC or CASAC-T preferred
- Experience in substance abuse and mental health treatment services preferred
- Bilingual in English/Spanish/Chinese preferred
- Good oral and written communication 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 substance abuse and mental health issue
- Perform assessment for substance use disorder, mental health illness and impaired driving disorder, history of hospitalization, medication, trauma or domestic Violence abuse
- Administrative assessment tool including Mini-Mental State Exam (MMSE), CAGE, RIASI, PHQ 9, CAD-7 and Suicide Risk Assessment Form
- Perform comprehensive psychosocial assessment for patient
- Apply various counseling therapy approach such as MI and CBT to help patient recover from their disorders
- 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 about addiction with mental health issues and about available services and programs, making appropriate referrals when necessary
- Coordinate counseling efforts with mental health professionals, other health professionals and justice criminal system entity such as psychiatrist, Medical doctors, nurses, Judge, probation, parole officer, attorney and social workers
- Conduct in-reach and offsite treatment services as needed
- Participate in outreach activities as directed by Program Director or AED of Behavioral Health
- Other related duties as may be required to support clinic operation
- Maintain medical records documentation according to HMM and OASAS policies and procedures
- Meet productivity and quality assurance goals as set forth by agency
- Other duties as assigned by supervisor or Assistant Executive Director of Behavioral Health

Compensation: Commensurate with qualifications and experience  
Hours: Monday to Friday flexible hours, 22.5 hours per week  
To Apply: Submit cover letter and resume to:  
Fax: 212-349-2793  
Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting Date: February 4, 2020

Application Deadline: Until filled

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