



## **JOB ANNOUNCEMENT**

Hamilton-Madison House is seeking a full time Project Hope Coordinator who will be responsible for overseeing the Project Hope COVID program that provides free crisis counseling services to persons, families and groups most affected by COVID-19. Project Hope is funded by the Federal Emergency and Management Agency (FEMA) and is administered by the New York State Office of Mental Health (OMH) in conjunction with NYC Department of Health and Mental Hygiene. The Crisis Counseling Assistance and Training Program (CCP) aims to provide immediate behavioral health support, primarily relying on face-to-face and virtual contacts with individuals in their communities over a specific period of time. Provided services will be culturally and linguistically competent and include outreach and engagement in community settings; education and training; assessment and referral to mental health and substance abuse programs. This position will report to the AED of Behavioral Health of Hamilton-Madison House. This is a grant-funded position. The initial grant period will run through June 16, 2021. This position does require in-person and remote work. Project Hope Coordinator will be expected to conduct outreach in the community, if necessary.

### **Minimum Qualifications:**

- Master's Degree in Social Work, Public Health, Public Administration or other relevant graduate degree from an accredited college or university
- Two (2) years of professional experience in a mental health related job
- Demonstrate the ability to work effectively with culturally diverse staff and populations, as well as honor contributions and strengths of all cultures
- Ability to manage people and resolve conflict
- Bilingual in English and Asian/Spanish language preferred
- Able to meet tight deadlines and work in an unpredictable environment
- Knowledge of basic computer skills and software required
- Excellent networking and outreach skills
- Excellent written, oral and organizational skills
- Experience in training for virtual services

### **Responsibilities:**

- Ensure adequate and appropriate staffing and oversight for the Crisis Counseling Program; ensure that all staff receive the CCP training provided by New York State
- Ensure documentation of services and comply with federal, state, and local reporting requirements
- Oversee fiscal tracking, monitoring and reporting to the Research Foundation for Mental Hygiene
- Serve as a liaison to other disaster services agencies to ensure non-duplication of services
- Serve as liaison with NYC Department of Health and Mental Hygiene
- Organize outreach activities, guide the outreach teams in their outreach planning and service delivery
- Supervise 3 team leaders to ensure all program goals are met
- Regularly conduct site visits to providers, and provide direct observation and supervision of crisis counselors to ensure appropriate service delivery

Compensation: Commensurate with qualifications and experience

Hours: 37.5 hours per week, Monday to Friday

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: February 11, 2021

Application Deadline: Until filled

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