



## POSITION ANNOUNCEMENT

Position: Program Specialist, Scattered and Single Sites  
Reports to: Program Director  
Function: Provides direct service to clients, assisting with training in skills of daily living.  
Location: Manhattan

Tasks:

- Teaches skills for maintaining personal hygiene, laundry and apartment cleaning.
- Monitors overall maintenance of apartments and alerts program director of maintenance problems.
- Teaches skills for budgeting, shopping, meal planning, preparation and clean-up.
- Teaches skills for self-preservation, monitors living units for safety and cleanliness.
- Administers the client cooking safety test.
- Monitors, documents and teaches self administration of medication, according to program policy and procedures.
- Report incidents or behavioral changes in residents to supervisor.
- Teaches travel skills and escorts clients, where needed.
- Documents services rendered and client progress in a timely manner.
- Attends training as requested by supervisory staff.
- Duties as assigned by supervisor.

Qualifications:

High school diploma with some undergraduate work in psychology or high school diploma with significant experience in working with adults with mental illness. Good organizational, verbal and written communication skills.

Salary: Scattered Site: \$35,715 plus generous benefits  
Single Site: \$33,542 plus generous benefits

Email a resume, cover letter and contact information for 3 professional references to:

**Sharon Royer**  
**Director, Human Resources and Information Management**  
**Email: [jobs@acmhny.org](mailto:jobs@acmhny.org)**

ACMH is committed to the mental and physical wellbeing of vulnerable New Yorkers and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

For more information, visit our website: [www.acmhny.org](http://www.acmhny.org)