



## POSITION ANNOUNCEMENT

Position: Program Director, Convent

Reports to: Senior Director for Residential Programs

Function: Responsible for the overall operation of the residence including the program services as well as the operation of the building.

Tasks:

- Ensures delivery of program services according to agency policies and procedures.
- Ensures compliance with applicable city, state, and federal regulations.
- Responsible for recruitment, hiring, and supervision of all program staff.
- Ensures initial and continuing staff training, develops and oversees staffing schedule.
- Responsible for admission and discharge of clients.
- Responsible for coordinating/delivering safety and health programs to clients and staff.
- Reviews and oversees standardized health screening tools.
- Promotes peer to peer services.
- Promotes other evidence-based practices including integrated & coordinated care, wellness self-management, integrated dual diagnosis treatment and medication review.
- Reviews and schedules case/utilization reviews, service/support plans, plan reviews.
- Supervises case managers in their service/support planning and in collateral contacts with providers of medical and psychiatric care.
- Reviews charting to ensure compliance with applicable city, state, and federal documentation requirements.
- Facilitates weekly clinical meeting.
- Establishes and maintains contact with vendors and companies that service building equipment.
- Coordinates client committee activities, develops community resources, liaison with collateral providers.
- Ensures timely submission of reports as required.
- Monitors rent arrears monthly and develops collections strategies with staff and supervisor.
- Performs inspections of all units, responsible for the overall upkeep of the building.
- Reviews employee timesheets, monitors hours and vacation.
- Member of the Case Record Review Committee. Serves as a “Qualified Mental Health Staff Person”.
- Recommends measures to evaluate and improve the quality of program services.
- Is on-call for emergencies. Duties as assigned by supervisor.

Qualifications:

M.A. in the field of psychology or an analogous field or B.A with significant experience in the field. Significant experience in mental health residential settings. Understanding of evidence-based practices in rehabilitation and recovery. Supervisory experience. M.A. preferred.

Salary: \$69,463 - \$73,944 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.