



## POSITION ANNOUNCEMENT

Position: Program Director, Garden House  
Reports to: Senior Director for Residential Programs  
Function: Responsible for overall program operations and services.  
Location: Manhattan (East Village)

### 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: \$73,080 - \$86,270 commensurate with experience

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

**Leah Burke**  
**HR Recruitment Specialist**  
**Email: [LBurke@acmhny.org](mailto:LBurke@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, crisis support, and supportive housing. ACMH is committed to becoming an anti-racist organization and seeks to promote actionable change to create an intentional culture of equity at individual, interpersonal and institutional levels.

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