



POSITION ANNOUNCEMENT

Position: Senior Case Manager/Assistant Program Director, Queens Treatment Apartment (QTA) Program

Reports to: Program Director, Queens Treatment Apartment Program

Function: Provides case coordination/direct service and assists the Program Director in assuring the delivery of community rehabilitation services. Assists Program Director with the overall operations and services of Housing Program.

Tasks:

- Conducts home visits on a regular basis for assigned case load.
- Obtains psychosocial histories and conducts functional skills assessments.
- Establishes and maintains liaison with primary provider of psychiatric care.
- Assures access to psychiatric, substance abuse and medical services, and entitlement benefits.
- Administers standardized health screening tools
- Monitors client medication, including adherence and side-effects.
- Develops an individualized rehabilitation plan (Service/Support Plan) in accordance with client needs, strengths, and goals and in consultation with the treatment team and others of the client's choice.
- Delivers community rehabilitation services according to individual need.
- Documents client response to service, progress and regressions, and regularly updates the Service/Support Plan.
- Trains clients in safety procedures, conducts fire drills and self-preservation tests.
- Prepares residents for transition to independent living and makes necessary referrals.
- Facilitates crisis intervention in the event of an emergency.
- Staffs Emergency Phone on a rotating basis.
- Maintains client charts and submits necessary notes and reports, including incident reports, in compliance with agency procedures.
- Oversees maintenance of apartments, inventories furniture, and alerts program director of maintenance problems.
- Attends in-service training as requested by supervisory personnel.
- Provides coverage as needed for other staff on the program team.
- Serves as "Qualified Mental Health Staff Person".
- Ensures delivery of program services according to agency policies and procedures.
- Ensures compliance with applicable NYS OMH regulations.
- Acts as supervisor on duty in the absence of the director.
- Supervisory, program management, quality assurance, and other duties as assigned.

Qualifications: Possess a Master's degree in psychology or a related field or a Bachelor's degree in psychology or a related field with significant experience in the field. Understanding of evidence-based practices in rehabilitation and recovery. Experience in mental health residential settings. Ability to lead and mentor others.

Salary: \$66,936 plus generous benefits

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

Leah Burke
HR Recruitment Specialist
Email: 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.

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