



POSITION ANNOUNCEMENT

Position: Assistant Program Director, Markus Gardens YAA/SP-SRO

Function: Assists the Program Director in assuring the delivery of services in an OMH Single Site Supported residence and OMH Licensed Young Adult Community Residence.

Reports to: Program Director, Markus Gardens YAA/SP-SRO

Tasks:

- Ensures delivery of program services according to agency policies and procedures.
- Ensures compliance with applicable NYS OMH, NYC DMH and Medicaid regulations.
- Assists with recruitment, hiring, and supervision of all Markus Gardens staff.
- Assists with initial and continuing staff training, develops and oversees staffing schedule for all Markus Gardens staff.
- Responsible for admission and discharge of client in MG SP-SRO.
- Oversees and conducts intake for Young Adult Apartments CR-SRO.
- Assists in coordinating/delivering safety and health programs to clients and staff.
- Promotes peer to peer services/Assists with ACMH Peer Initiative.
- Promotes other evidence-based practices including integrated and coordinated care, wellness self-management, integrated dual diagnosis treatment and medication review.
- Assists in reviewing and overseeing standardized health screening tools
- Assists with reviewing and scheduling case reviews, service plans, service plan reviews for MG SP-SRO as needed.
- Supervises MG SP-SRO case managers in their support planning and in collateral contacts with providers of medical and psychiatric care.
- Reviews charting to ensure compliance with NYSOMH documentation requirements.
- Assists in facilitation of weekly clinical meeting.
- Coordinates client committee activities, develops community resources, liaison with collateral providers and facilitates monthly tenant meeting at MG SP-SRO.
- Ensures regular inspection and maintenance of all MG SP-SRO apartments.
- Ensures timely submission of monthly related documentation and other reporting as required for MG SP-SRO program.
- Monitors rent arrears monthly and develops collections strategies with MG YAA/SP-SRO staff and supervisor.
- Assists in reviewing employee time sheets, monitors hours and vacation.
- Acts as supervisor on duty in the absence of the director.
- 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.
- Assists with client caseload coverage as needed.
- Duties as assigned by supervisor

Qualifications: Master’s degree in the field of psychology or an analogous field or a Bachelors with significant work experience in mental health residential setting. Understanding of evidence-based practices in rehabilitation and recovery. Solid supervisory experience. Licensed professional preferred.

Salary: \$69,484 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.

For more information, visit our website: www.acmhny.org