



## POSITION ANNOUNCEMENT

Position: Program Specialist, The Wilfrid  
Reports to: Program Director  
Function: Provides direct service to clients, assisting with training in skills of daily living.  
Location: The Bronx (Tremont)

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 human services. Experience working with adults with serious mental illness preferred. Good organizational, verbal and written communication skills.

Single Site Salary: \$41,668 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](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)