



POSITION ANNOUNCEMENT

Position Title: Director, Intake & Transition Services

Function: Responsible for coordinating all agency intake and promoting client transitions to more independent living. Responsible for ACMH HCBS referrals and coordination.

Reports to: Senior Director for Residential and Community Based Services

Tasks:

- Reviews applications, sets up screenings, presents referrals to agency teams and recommends admissions in accordance with agency policy.
- Aids and assists referral sources to other housing providers if deemed inappropriate for agency.
- Interprets the agency's programs and maintains liaison with hospitals, outpatient clinics and rehabilitation programs, shelters and drop-in centers for the homeless.
- Provides consultation to program staff on opportunities for transition to more independent settings.
- Facilitates transition groups within community residential programs.
- Supervises assigned Transition Specialists.
- Maintains and disseminates internal vacancy memo.
- Recommends measures to evaluate and improve the quality of program services.
- Maintains client census reports and reports regularly to City and State agencies on admissions, discharges and leaves of absence.
- Attends in-service training as requested by supervisory personnel.
- Serves as "Qualified Mental Health Staff Person".
- Serves as the liaison to all agency programs in regards to admission and internal transfers.
- Manages post-discharge outcomes management system.
- Recommends measures to evaluate and improve the quality of program services.
- Receives HCBS referrals
- Duties as assigned by supervisor.

Salary: \$64,600 - \$69,000 plus generous benefits.

Qualifications: M.A. in the field of psychology or an analogous field with significant experience in the field.

Email a resume and cover letter to:

Aisha Silla, LMHC
Senior Director for Residential and Community Based Services
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ACMH, Inc., promotes the wellness and recovery of persons with mental illness living in New York City and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

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