POSITION ANNOUNCEMENT

Position: Program Specialist- Manhattan, Bronx, & Queens Positions Available
Reports to: Program Director
Function: Provides direct service to clients in their homes, assisting with training in skills of daily living.

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 working with adults with mental illness. Understanding of the concept of recovery from serious mental illness and the ability to deliver person-centered skills training services. Good written and verbal communication skills in English. Basic computer and data entry skills. Good interpersonal skills.

Salary: $32,240 - $34,320 plus generous benefits

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

Sharon Royer
Director, Human Resources and Information Management
Email: sroyer@acmhnyc.org

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.

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