



## **POSITION ANNOUNCEMENT**

**Position:** Program Specialist, Care Management Services

**Function:** Provides direct service to members, assisting with outreach, retention, escorts to health and social service appointments; Data entry.

**Reports to:** Director, Care Management Services

**Tasks:**

- Assists with outreach and engagement to potential members as assigned
- May obtain member signature on consent forms
- Provides diligent search to members who have been designated “lost to service”
- Escorts members to health and social service appointments as directed
- Assist with benefit recertification and escorts to appointments
- Reports incidents or behavioral changes in members to supervisor
- Documents services rendered and members progress in a timely manner
- Assists program staff and directors with data entry needs
- 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. Lived experience as a recipient of service a plus.

**Salary:** \$34,320 plus Generous Benefits Package

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

Sharon Royer

Director, Human Resources and Information Management

Email: [jobs@acmhny.org](mailto:jobs@acmhny.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.acmhny.org](http://www.acmhny.org)