



POSITION ANNOUNCEMENT

Position Title: Intake and Transition Specialist, Manhattan/Bronx

Function: Facilitates admissions and transitions to more independent living.

Reports to: Director, Intake & Transition Services

Location: Manhattan/Bronx

Tasks:

- Interprets the agency's programs, maintains liaison and conducts in-reach into facilities in Manhattan/Bronx including OMH licensed Congregate Treatment Programs, acute care psychiatric inpatient units, state psychiatric center community residences and transitional residences.
- Reviews applications, sets up screenings, presents referrals to agency teams and recommends admissions in accordance with agency policy.
- Directs referral sources to alternative housing programs/providers if applicant does not meet housing criteria.
- Leads transition groups within Manhattan/Bronx residential/inpatient programs in order to facilitate the transition of residents to more independent housing.
- Facilitates referrals to extended stay/permanent housing opportunities both within and without the agency.
- Facilitates tours for current residents to extended stay/permanent housing sites.
- Maintains current roster of permanent/extended stay housing opportunities and disseminates CUCS and internal vacancy memos to agency program staff.
- Functions as a member of the program team, participating in ongoing assessment and service planning and providing direct service to clients as needed.
- Attends in-service training as requested by supervisory personnel.
- Serves as "Qualified Mental Health Staff Person".
- Duties as assigned by supervisor.

Qualifications: M.A. in psychology or a human services related field or a B.A. in psychology or a human services related field and significant experience in the field. Significant experience working with persons with serious and persistent mental illness.

Salary: \$51,410 plus generous benefits

Fax/mail/email a resume and cover letter to: 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

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