

Position: Clinical Supervisor (Supportive Housing – Homeless At-Risk)

Job location: Bronx, NY

Full-time: 40 Hours

Position reports to: Program Director

Responsibilities

- In the absence of the Program Director, assume overall daily operation/management responsibilities for the Supported Housing Program to ensure compliance with Unique People Services (UPS) and the New York City Human Resources Administration (HRA) guidelines/policies and procedures for operation of a residential program.
- Supervise the Case Managers and conduct chart reviews on a monthly basis and report findings to Program Director; as well as conduct intake screening for new residents, as needed.
- Provide conflict resolution, crisis intervention and crisis de-escalation and carry a caseload with regular home visits for support to the residents to ensure their safety and stabilization.
- Provide assistance in resident's apartment towards daily living skills development, teaching residents to use appropriate cleaning materials, cooking, laundry and meal planning. Also assist with money management.
- Ensure that the program is in full compliance with agency policies, OMH and governmental regulations; and that all residents receive prescribed treatment and appropriate level of care.
- Ensure that residents have input to the services they receive and creating an individualized service/support plan; and ensure the availability of social/recreational activities.
- Ensure that the rights of the residents are upheld according to procedure and that there is a grievance procedure with a functioning appeal process.
- Communicate with family, collaterals and other agency employees on behalf of residents as a part of service planning.
- Establish and maintain satisfactory working relationship with UPS and other community agencies personnel as a cooperative venture on behalf of the residents.
- Be on call during off hours and weekends by cell phone; available for consultation on an as needed basis.
- Participate in Utilization Review, treatment planning and discharge planning with residents; and maintain appropriate documents, records, and statistics and write reports in an organized, timely and accurate manner.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Master's degree in human services with 4 to 5 years of clinically based supervisory experience working with homeless adults diagnosed with a Serious and Persistent Mental Illness (SPMI). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments; OR Fax resume and cover letter to (718) 231-7720 Attn: HR

Only applicants being considered for an interview will be contacted.

Unique People Services is an Equal Opportunity Employer.