

POSITION ANNOUNCEMENT

Position: Program Director, Queens Treatment Apartment Program
Function: Responsible for overall program operations and services.
Reports to: Senior Director for Residential Programs

Tasks:

- Ensures delivery of program services according to agency policies and procedures.
- Ensures compliance with applicable NYS OMH and Medicaid regulations.
- Responsible for the recruitment, hiring, and supervision of all program staff.
- Ensures initial and continuing staff training, develops and oversees staffing schedule.
- Responsible for admission and discharge of clients.
- Responsible for coordinating/delivering safety and health programs to clients and staff.
- Promotes peer to peer services.
- Promotes other evidence-based practices including integrated & coordinated care, wellness self-management, integrated dual diagnosis treatment and medication review.
- Reviews and oversees standardized health screening tools
- Reviews and schedules case/utilization reviews, service plans, service plan reviews.
- Supervises case managers in their service planning and in collateral contacts with providers of medical and psychiatric care.
- Reviews charting to ensure compliance with NYSOMH and Medicaid documentation requirements.
- Facilitates weekly clinical meeting.
- Oversees client committee activities, development of community resources, liaison with collateral providers.
- Ensures regular inspection and maintenance of all apartments.
- Works with landlords and realtors to identify prospective new apartments.
- Ensures timely submission of monthly billing related documentation and other reporting as required.
- Monitors rent arrears monthly and develops collections strategies with staff and supervisor.
- Reviews employee timesheets, monitors hours and vacation.
- Member of the Case Record Review Committee. Serves as a “Qualified Mental Health Staff Person”.
- Recommends measures to evaluate and improve the quality of program services.
- Is on-call for emergencies. Duties as assigned by supervisor.

Qualifications:

Master’s degree in the field of psychology or an analogous field. Significant experience in mental health residential settings. Understanding of evidence-based practices in rehabilitation and recovery. Supervisory experience. Licensed professional with knowledge of Medicaid billing preferred.

Salary: \$66,766.00 – \$71,073.00

Fax/mail/email a resume, cover letter, and contact information for 3 professional references to:

Lisa Archer, M.A.
Senior Director for Residential Programs
254 West 31st Street, 2nd Floor
New York, NY 10001
Email: larcher@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.

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