



JOB DESCRIPTION

Job Title & GL Job Code: <p style="text-align: center;">Assistant Program Director - 632</p>	Services: <input type="checkbox"/> Corporate/Administration <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Outpatient
Division: <input type="checkbox"/> Community Residences <input checked="" type="checkbox"/> Supportive Housing	Program: Miele's Respite
Position Reports to Job Title: <p style="text-align: center;">Program Director</p>	FLSA Status: <p style="text-align: center;">Exempt</p>
<input checked="" type="checkbox"/> F/T <input type="checkbox"/> P/T # of Hrs _____	

Position Summary

Assists the Program Director with coordinating the day-to-day activities associated with managing the Crisis Respite Center (CRC). Will complete the Need Adapted Treatment Model (NATM) and Intentional Peer Support (IPS) trainings provided as part of the Parachute NYC grant and will practice according to the principles of recovery-oriented and trauma-informed service delivery, including NATM and IPS.

Essential Functions

- Collaborate with NA-Mobile Crisis Teams and guests to develop recovery plans.
- Conduct individual and group work with guests.
- Introduce guests to the use of Wellness Recovery Action Plans (WRAP).
- Provide community outreach as needed.
- Maintain confidentiality of records relating to guests' treatment.
- Prepare and maintain all required treatment records and documentation to ensure compliance with City and State regulations
- Act as guest advocate to coordinate required services.
- Assist guests with developing aftercare plans.
- Intervene in guests' crisis management.
- Provide after-hours emergency coverage.
- Provide clinical assessments.
- Review and evaluate guests' progress in relation to goals described in recovery plans.
- Counsel and aid family members to assist them in understanding, dealing with and supporting the client.
- Attend training sessions to increase knowledge and skills.
- Attend and participate in weekly staff meetings.
- Perform other related duties as assigned.

To apply for this position, send resume/information to:

Simone Walker
Director
Transitional Services for NY, Inc.
Miele's Respite Program
Email: swalker-dieye@tsiny.org

And,

Elizabeth Sillick
Divisional Director
Transitional Services for NY, Inc.
Email: esillick@tsiny.org

The ideal candidate will:

- be able to sit or stand as needed, with or without reasonable accommodation.
- be able to walk, primarily on a level surface, for short periods throughout the day, with or without reasonable accommodation.
- be able to reach above shoulder heights, below the waist or lift as required to file documents or store materials throughout the workday, with or without reasonable accommodation.

Experience/Education/Skills/Abilities

Master's degree or higher in social work, psychology, rehabilitation counseling or related field.



Minimum qualifications may be waived in unusual circumstances with approval of the CEO as long as City and State requirements are met.

Employee's Name (Print)

Date

Employee's Signature

Approvals

Print Name of Supervisor	Signature of Supervisor	Date
Print Name of Associate Director, Human Resources Joanne Mazzo	Signature of Associate Director 	Date 1/8/18
Print Name of Chief Executive Officer Larry S. Grubler, Psy.D.	Signature of CEO 	Date 1/8/18