

Assistant Program Director

SUMMARY OF RESPONSIBILITIES: To assist the Program Director in the supervision of MH (Mental Health) Clinicians and Case Managers working within the New Horizons ORR (Office of Refugee Resettlement) program. The Assistant Director will audit the quality of the MH Clinicians and Case Management procedures, to ensure consistent and high quality services for all UC.

FUNCTIONS:

- Bi-lingual - English-Spanish required. All agency documents and records are in English, so English writing proficiency required. Position itself requires Spanish speaking, writing, and reading proficiency.
- Coordinate and oversee each UC's assessment, individual service plan, family reunification, and discharge.
- Train, supervise, and lead 2 MH Clinicians and 3 Case Managers.
- Submit daily ORR required reports.
- Responsible for mental health and case management services for all UC.
- Ensure all services provided to each UC is properly documented in each case file and UC Portal as for ORR Policies.
- Manage daily operations of MH Clinicians and Case Managers.
- Coordinate training and supervision of MH Clinicians and Case Managers.
- Respond to client emergencies within or outside work hours.
- Coordinate initial intake requirements with MH Clinicians, Case Managers, and other staff as needed.
- Provide weekly supervision to each MH Clinician and Case Manager.
- Participate in weekly staffing meetings with Clinicians, Case Managers, Case Coordinator, FFS and other ORR staff.
- Attend required training.
- Read and develop a working understanding of the ORR Policies and all updates as they are initiated.
- Responsible for complying with rules and regulations governing access to Protected Health Information under HIPAA. Access to Protected Health Information is limited to the extent required to perform responsibilities effectively and efficiently. No access will be permitted unnecessarily. These essential job functions dictate the level of access, use, and disclosure of confidential information.
- Perform other duties as requested by your immediate supervisor or the Chief Executive Officer.

HOURS PER WEEK:Exempt.

- Regular hours entail 9:00am - 5:00pm, Monday - Friday. Must be flexible to meet program needs.
- Evenings and weekends may be required.

Experience and Skills:

- Master's degree in relevant behavioral/social sciences field plus 1 year supervisory experience, preferred; Minimum of Bachelor's degree with 3 years progressive supervisory experience is required.
- Child welfare experience and professional licensure - strongly preferred.
- Must meet ORR approval for hire.
- Strong Leader - Able to hold staff accountable - required.
- Strong communication and organizational skills - required.
- Ability to handle confidential material in a responsible manner.
- NYS Driver's License Required.

Ability to travel to other agency locations as required

Salary: 50-55k