

## NEW POSITION

### Mental Health Association in Orange County, Inc.



#### HUDSON HOUSE PROGRAM COORDINATOR (Bilingual) JOB POSTING

- I. Title:** Hudson House Case Manager (Bi-lingual)
- II. Reports to:** Community Programs Manager
- III. Job Objectives:**
- Assume necessary duties of Hudson House (HH), Home and Community Based Services (HCBS)
- Work as integrated team member at HH in all functions of the HH and HCBS programs.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.
- IV. Qualifications:**
- Bachelor's Degree in related field with 1 year of relevant experience working with individuals with Serious Mental Illness and/or Substance Use Disorder
  - **OR**
  - Associate degree in related field with 3 years of relevant experience working with individuals with Serious Mental Illness and/or substance use disorder.
  - Bilingual Spanish/English
  - Ability to work independently.
  - Effective written and oral communication skills.
  - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
  - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
  - Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
  - Must be clear and maintain an acceptable record under the Office of Mental Health (OMH) mandated criminal background check process.
- V. Hudson House Program Responsibilities:**
- Display active, meaningful, and appropriate interactions with members at all times.
  - Facilitate daily scheduled rehabilitative groups and activities.
  - Provide individual service planning and rehabilitation counseling for Hudson House members on the caseload.
  - Maintain all Hudson House forms such as:
    - Transportation logs
    - Sign in / Sign out sheets for meals
    - Attendance Records
  - Actively promote and facilitate member's wellness and recovery.

- Complete all required program paperwork in an accurate, thorough, and timely manner.
- Transport members by either driving agency vehicle or utilizing own vehicle as needed.
- Manage caseload to maximize units of service.
- Assume necessary job responsibilities of other staff as needed.
- Transport members to travel activities.
- Facilitation of groups and travel activities.
- Identify presenters for speaker forum and coordinate travel activities.
- Driving HH Van as needed.
- Provide individual service planning and rehabilitation counseling with enrolled clients.
- Perform intakes for new admissions.
- Manage caseload to maximize units of service.
- Provide data entry into Foothold Technology for HH and HCBS.

**VI. HCBS Responsibilities:**

- As part of a program participants centered plan of care, provide and document the following types of support to the individuals in the HCBS program:
  - Screening/intake/assessment: Analyze and interpret program participant's functional level; assess program participant's independent living skills; assess current environment problems and community support and determine program participant's eligibility for services.
  - Planning and treatment: Develop service/treatment plans; conduct individual and group meetings; develop skills training programs; interact with program participants and families; teach independent living skills, provide encouragement and advice on methods for maintaining appropriate behavior; develop community support; manage at-risk behavior and perform crisis intervention.
  - Case management: Visit program participants and collateral contacts to observe program participant services; ensure program participants receive access to services; advocate for program participants rights; ensure least restrictive environment and treatment alternatives; support program participants/family in achieving rehabilitative goals; monitor medication compliance.
  - Provide data entry into Foothold Technology for HCBS and HH.

**VI. Other Duties:**

- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

**VI. Terms of Employment/Benefits:**

- Non-Exempt
- Forty (40) hours per week – primarily 8a.m. to 4p.m. - Monday through Friday

**Please send letter of intent and resume to:  
Human Resources  
Mental Health Association in Orange County, Inc.  
73 James P. Kelly Way  
Middletown, NY 10940  
or fax to (845) 343-9665  
or email to [mharecruiting@mhaorangeny.com](mailto:mharecruiting@mhaorangeny.com)**