

Weston United is seeking a **Program Coordinator** for Casa Renacer Supportive Housing program (60 Beds) to assist the Director with daily program operations and assumes responsibility for the program in Director's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Coordinator will also be responsible for direct client care including:

- Appropriate interventions to reduce unnecessary decompensation, hospitalization and relapses; escort clients as needed;
- Ensure consumers are living in safe, clean and decent environments.
- Conduct intake meetings with new referrals and informs the Program Director and the Team of all "High Risk" behaviors or medical conditions.
- Document progress notes as they pertain to consumers' individualized Care Plans, and ensure that all clinical and medical interventions are clearly documented in progress notes.
- Answer agency on-call phone at all times and report and document all contacts with consumers.
- Adhere to all agency policies, procedures and comply with government contract guidelines and standards.
- Keep Supervisor and Team members abreast of all critical issues pertaining to assigned consumers.
- Reviews and monitors supervisees performance and provides verbal and written feedback, including evaluations and disciplinary action in consultation with Human Resources.
- Communicate effectively and respectfully with Executive and Supervisory staff, and Team members.
- Attend trainings and meetings; perform all other related administrative and recordkeeping tasks.
- Other duties as may be assigned.

QUALIFICATIONS:

Masters' Degree in Social Work (MSW) plus two years' experience in a clinical program; excellent supervisory, management, communication and organizational skills with the ability to document in accordance with program standards. Proficient Computer skills required Microsoft Office: Word and Excel, experience with AWARDS a plus and excellent written and verbal communication. Candidate must have the ability to recognize the need for confidentiality of information.

HOW TO APPLY:

E-mail cover letter and resume to WestonRecruiting@thebridgeny.org

Note: in the subject line "Program Coordinator, MSW"