

**Hudson Valley Community Services
Current Open Positions**



Position Title	Depart.	Location	Qualifications
Human Resources Coordinator	Human Resources	Hawthorne	The Human Resources Coordinator conducts full cycle recruitment for all levels of staff in the Agency. The HR Coordinator provides assistance with and facilitates the human resource process at all Agency locations. This role coordinates with the HR Generalist to administer employee health and welfare plans and acts as liaison between employees and insurance providers. The Human Resource Coordinator ensures plans are administered in accordance with federal and state regulations and plan provisions are followed. This role provides administrative support to human resources function as needed including, record keeping, file maintenance and data entry. BA in Human Resources or related degree OR an Associates Degree with at least 3-5 years of Human Resources experience. Minimum of 2-3 years of experience within a Human Resources department. Strong administrative assistant experience (which must include handling very confidential information) may be substituted for HR background. Demonstrated proficiency in MS Office software products (e.g., Word, Excel), with additional experience in data management, a plus. Exceptional organizational and communication skills; computer literacy a must. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Bi-lingual Spanish Care Manager - Health Homes (1)	Health Homes	Hawthorne	SIGN ON BONUS!!! \$2000 AFTER WORKING WITH US FOR 6 MONTHS! The Health Home (HH) Care Manager is responsible for providing the core components of care coordination to low, intermediate and high need individuals with chronic illnesses including mental health conditions and HIV. Care Managers will have a dedicated caseload of clients and the caseload will vary depending on intensity of client need. Engages and assesses HH clients with the goal of coordinating care, and utilizing a shared care plan in which the client's needs are accurately expressed. Master's Degree in Human Services degree with some experience in the field; OR Bachelor's Degree in Human Services with some experience/knowledge in one of the following areas: case management, chemical dependency, mental health, and/or human services; Computer experience must include Microsoft Word and Excel. Experience with electronic data entry is a plus. Bilingual (English/Spanish) is a MUST. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Care Manager - Health Homes (2)	Health Homes	Hawthorne & Mt. Vernon	SIGN ON BONUS!!! \$1000 AFTER WORKING WITH US FOR 6 MONTHS! Under the supervision of a Program Supervisor or Senior Program Supervisor, the Health Home (HH) Care Manager is responsible for providing the core components of care coordination to low, intermediate and high need individuals with chronic illnesses including mental health conditions and HIV. Care Managers will have a dedicated caseload of clients and the caseload will vary depending on intensity of client need. Engages and assesses HH clients with the goal of coordinating care, and utilizing a shared care plan in which the client's needs are accurately expressed. Master's Degree in Human Services degree with some experience in the field; OR Bachelor's Degree in Human Services with some experience/knowledge in one of the following areas: case management, chemical dependency, mental health, and/or human services; Computer experience must include Microsoft Word and Excel. Experience with electronic data entry is a plus. Bilingual (English/Spanish) is a MUST. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Peer Navigator - THRIVES South (2)	Client Services	Hawthorne & Mt. Vernon	The Nutrition Peer Navigator assists the Nutrition Team to maintain the food inventory and pantries, stock pantry shelves and pack food pantry bags for client distribution. Additionally, the Nutrition Peer Navigator assists clients make and attend their medical and other important appointments to ensure optimum health. High School diploma or GED familiarity with social services and nutrition a plus. Familiarity of life issues facing the target population(s), including HIV/AIDS, behavioral health, or other chronic illness. Understanding of community level work and the importance of collaborating and coordinating with other organizations is needed. Bilingual (English/Spanish) preferred. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Part Time Community Nutrition Educator	Client Services	Kingston	The Part Time Community Nutrition Educator – Mid-Hudson is responsible for the operation of HVCS' Nutritional Initiative Program in Dutchess and Ulster Counties. Bachelor's degree in in Nutrition, or related field such as health education or family and consumer sciences or related field (Master's preferred). 2-3 years experience working in the field of HIV/AIDS or other chronic illness, and 2-3 years experience facilitating nutrition health education. Good communication skills and an understanding of community level work and collaboration with other organizations also required. Must have strong data entry skills. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Senior Prevention Specialist - Project Reach Out Mid-Hudson	Education and Prevention	Kingston	As a member of the Mid Hudson Project ReachOut (MH PRO) team, the Sr. Prevention Specialist will carry a small caseload and provide task supervision and support to assigned staff. This position will provide program services within Dutchess, Ulster, Sullivan and Orange Counties. This full-time position is based in Kingston and entails travel to other counties and some evening and/or weekend hours. Requirements: Bachelor's degree in education, health, human services or related field with experience in outreach, HIV or STI counseling and prevention. Or an Associates Degree with two years of experience in peer education, HIV/AIDS counseling and/or disease prevention will be considered. Minimum of one year experience working with chemical dependency, knowledge of HIV/AIDS, harm reduction, mental health and/or community resources, and one year experience providing supervision. Alternatively, One year of experience providing supervision and one year of experience with substance abusers; Or High School Diploma with four years of experience in peer education, HIV/AIDS counseling and/or disease prevention will be considered. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Peer Navigator-SEP (3)	Education and Prevention	Kingston (2) Spring Valley (1)	The Syringe Exchange Program (SEP) Supervisor, the SEP peer position is part-time with a maximum of 21 hrs. per week. The program is a mobile van-based outreach operation which provides testing, counseling, syringe exchange and referrals to high risk drug users in the communities of Dutchess, Orange, Ulster and Sullivan Counties. High School Diploma with experience in peer education, HIV/STI counseling and/or disease prevention. Familiarity with the target population and the geographic area assigned. Commitment to undergo training about HIV/STI's and HCV, harm reduction, mental health and community resources. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").

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Health Hub Harm Reduction Specialist Practical Nurse	(Licensed)	Education and Prevention	Monticello	The Harm Reduction Specialists responsibilities include identifying and linking people who inject/use drugs (PWID/PWUD) to harm reduction services offered by the program, providing wound care and communicating client needs with the Program Supervisor and Medical Provider. This position will be one Full Time staff based in HVCS Monticello office. Qualifications: Licensed Practical Nurse; Minimum of one years experience working with PWID/PWID; Knowledge of HIV/STIs and HCV; Knowledge of harm reduction, mental health and/or community resources; Bilingual (English/Spanish) preferred. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services (HVCS).
Prevention Specialist - Peer Health Alliance		Education and Prevention	Mount Vernon	The PHA Prevention Specialist delivers peer-driven services to YMSMs between the ages of 13 to 24 in the counties of Rockland, Dutchess, Orange and Westchester. The program's goal is to increase awareness of HIV/STD and HCV status through educational workshops and outreach events and to refer young men at risk for testing, linking them to treatment and encouraging behavior modification to lower infection risk. Bachelor's Degree in education, health, human services or related field with experience in outreach, HIV or STI counseling and prevention. Or, an Associates Degree with two years of experience in peer education, HIV/STI counseling and/or disease prevention will be considered. Or, a High School Diploma with four years of experience in peer education, HIV/STI counseling and/or disease prevention will be considered. Minimum of one year experience working with the target population. Knowledge of HIV/STI's and HCV, harm reduction, mental health or community resources. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Care Manager - Health Homes ** Newly Created Position**		Health Homes	Newburgh	The Health Home (HH) Care Manager is responsible for providing the core components of care coordination to low, intermediate and high need individuals with chronic illnesses including mental health conditions and HIV. Care Managers will have a dedicated caseload of clients and the caseload will vary depending on intensity of client need. Engages and assesses HH clients with the goal of coordinating care, and utilizing a shared care plan in which the client's needs are accurately expressed. Master's Degree in Human Services degree with some experience in the field; OR Bachelor's Degree in Human Services with some experience/knowledge in one of the following areas: case management, chemical dependency, mental health, and/or human services; Computer experience must include Microsoft Word and Excel. Experience with electronic data entry is a plus. Bilingual (English/Spanish) is a plus. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
CJI Linkage Specialist		Education and Prevention	Newburgh	The CJI Linkage Specialist is responsible for day to day operations of the CJI Program and for providing Linkage & Navigation, and ARTAS services to all HIV+ individuals incarcerated within six correctional facilities (Otisville, Eastern, Wallkill, Sullivan, Woodbourne, and Shawangunk) within NYSDOCCS. Requirements: Associates Degree or Bachelor's Degree in Education, Social Work, or related field; 3-5 years experience in Education, Social Work, or related field; extensive knowledge of HIV/AIDS, experience in correctional systems. Experience as an Educator, and HIV Testing a plus. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Health Navigator **Newly Created Position**		Education and Prevention	Newburgh	The Health Navigators responsibilities include identifying and linking people who inject/use drugs (PWID/PWUD) to harm reduction services offered by the Health Hub program to increase access and availability of buprenorphine as well as the HCV Patient Navigation Program to identify people at risk for HCV and provide supportive services to assist in treatment adherence. This position will be one Full Time staff based in HVCS Newburgh office. Bilingual (English/Spanish) preferred. Bachelors degree in Public Health, Education, Human Services, or similar field with experience in outreach, counseling and prevention. Or an Associates Degree with two years of experience in testing, counseling and education. Or High School Diploma with four years of experience in testing, counseling and education will be considered. Minimum of one year experience working with PWUD, knowledge of HIV/HCV/STI, harm reduction, mental health and/or community resources. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Housing Specialist		Client Services	Newburgh	Under the supervision of Housing Program Supervisor, the Housing Specialist assists individuals and families with emergency financial assistance and short-term housing subsidies in the seven county Mid and Lower Hudson Regions. This position involves travel to other counties on an as-needed basis. Bachelor's degree in Human Services, or related field with at least one year working with diverse populations and knowledge of HIV issues and services; or Associates Degree with two years of the same experience. Knowledge of housing issues and Bilingual (English/Spanish) is a plus. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Prevention Specialist - Harm Reduction Services (HRS)		Education and Prevention	Newburgh	The Harm Reduction Services Prevention Specialist will provide services to people who use drugs (PWUD) and are at risk of/or engage in behaviors that place them at risk for overdose or acquisition of bloodborne diseases. HRS services will be provided within Dutchess, Ulster, Sullivan, Orange and Rockland Counties. The position is based in HVCS Newburgh office and entails travel in all of the above noted counties. Requirements: High school diploma, or has passed either GED test or TASCTM and has earned a high school equivalency credential, or has 3 years experience in case management and related supportive services to PWUD, including 1 year of HIV/substance use-related experience. Minimum of one year experience working with PWUD, knowledge of HIV/AIDS, harm reduction, mental health and/or community resources. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services (HVCS).
Program Supervisor - Criminal Justice Initiative		Education and Prevention	Newburgh	The CJI Supervisor is responsible for overseeing the CJI program in the counties of Orange, Sullivan and Ulster counties. Supervisor responsibilities include staff management, program development and implementation, and contract compliance. The position is a working supervisor providing direct services within the Correctional Facilities as the Educator & HIV Tester (EHT). The EHT is responsible for day to day operations of the CJI Program and for providing counseling and testing as well as education and prevention programs to incarcerated individuals within six correctional facilities (Otisville, Eastern, Wallkill, Sullivan, Woodbourne, and Shawangunk) within NYSDOCCS. Bachelors degree in human services or related field. Or Associates degree in related field with at least two years of supervisory experience. Minimum one year experience working with incarcerated individuals and chemical dependency Experience in a leadership or supervisory position. Knowledge of HIV/STIs and HCV, harm reduction, mental health and community resources. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services (HVCS).
Care Manager - Health Homes (2)		Health Homes	Poughkeepsie & Kingston	SIGN ON BONUS!!! \$1000 AFTER WORKING WITH US FOR 6 MONTHS! Under the supervision of a Program Supervisor or Senior Program Supervisor, the Health Home (HH) Care Manager is responsible for providing the core components of care coordination to low, intermediate and high need individuals with chronic illnesses including mental health conditions and HIV. Care Managers will have a dedicated caseload of clients and the caseload will vary depending on intensity of client need. Engages and assesses HH clients with the goal of coordinating care, and utilizing a shared care plan in which the client's needs are accurately expressed. Master's Degree in Human Services degree with some experience in the field; OR Bachelor's Degree in Human Services with some experience/knowledge in one of the following areas: case management, chemical dependency, mental health, and/or human services; Computer experience must include Microsoft Word and Excel. Experience with electronic data entry is a plus. Bilingual (English/Spanish) is a MUST. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").

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Syringe Exchange Program Coordinator ** Newly Created Position **	Education and Prevention	Spring Valley	The Syringe Exchange Program (SEP) Coordinator is responsible for overseeing the program in the counties of Dutchess/Ulster or Orange/Sullivan. The SEP Program is a mobile van based operation. The Coordinators responsibilities include task supervision of staff, program development and implementation, and contract compliance. Associates Degree in Human Services field. Alternatively, High School Diploma with at least one year experience working within a syringe exchange program. Experience working with chemical dependency and experience in a leadership or supervisory position. Knowledge of HIV/STIs and HCV, harm reduction, mental health, and community resources. Trained in opioid overdose prevention including the use of injectable/intranasal naloxone. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services (HVCS).
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