



The Guidance Center of Westchester
256 Washington Street
Mount Vernon, NY 10553
TheGuidanceCenter.org

PLEASE POST POSITION AVAILABLE

POSITION: Director of Administration, Intake and Outreach for Integrated Clinical Services

DEGREE: LCSW/LMSW, LMHC or related human services degree

PROGRAM: Integrated Clinical Services

HOURS: Full-Time 35 hours a week

JOB DESCRIPTION:

The Integrated Clinical Services team at The Guidance Center of Westchester is seeking a well-qualified person to enhance the services being offered in our integrated clinical services department. This person will work closely with the Program Directors and staff under their prevue to ensure we are meeting targets and the needs of the participants in our programs. This person will work closely and report to the Deputy Executive Director for Integrated Clinical Services.

REQUIREMENTS:

- Must have familiarity working with individuals who are substance using, mentally ill, complex trauma and psychosocial stressors of poverty, abuse, abandonment, grief/loss, foster care, low/no literacy and criminal justice involvement.
- Must have good project and time management skills.
- Must have familiarity of resources throughout Westchester County and ability to build relationships and collaborate with different stakeholders to prompt TGCW integrated clinical services.
- Must be willing to travel and attend events in Westchester County which may involve evening hours and occasional weekends.
- Must be able to work on a multi-disciplinary team and work independently on assigned tasks.
- Must be familiar with OASAS and OMH regulations.

- Must be able to analyze data and provide reports as needed.
- Ability to utilize electronic medical records.

The Guidance Center of Westchester is located in Mount Vernon, New York, walking distance to Metro-North and free parking. We offer excellent benefits including generous paid time off, health, dental, and vision insurance, 403b, and more.

SALARY: Competitive

CONTACT PERSON: Christa Latteri clatterer@theguidancecenter.org

DATE: 01/03/2019