

TEMPORARY POSITION

Mental Health Association in Orange County, Inc.



HUDSON HOUSE PROGRAM COORDINATOR JOB POSTING

- I. Title:** Hudson House Program Coordinator
- II. Reports to:** Home and Community Based Services (HCBS) Manager
- III. Job Objectives:**
- Assume necessary duties of Hudson House (HH) and The Child and Adult Care Food Program (CACFP).
- Work as integrated team member at HH in all functions of the HH and CACFP.
- 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.
OR
Associate's Degree in related field with 1 year of relevant experience working with individuals with Serious Mental Illness and/or Substance Use Disorder.
 - **OR**
High School Diploma or equivalent with 2 years of relevant experience working with individuals with Serious Mental Illness and/or Substance Use Disorder.
 - 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:**
- Assist with coordinating the daily activities/operations of HH program. Responsibilities include but are not limited to:
 - Assist with the duties of Habilitation Specialist, Employment Program Specialist, Hudson House Health and Nutrition Specialist and Hudson House Van Driver.
 - Assist with oversight of staff's documentation of Individualized Recovery Plan (IRP) progress notes and program log sheets.
 - Facilitation of groups and travel activities.
 - Identify presenters for speaker forum and coordinate travel activities.
 - Driving HH Van as needed.

- Conducting HH staff and member meetings.
- Oversight of Employment and Training Administration Program.
- Provide individual service planning and rehabilitation counseling with enrolled clients.
- Intake and assessment of new admissions.
- Manage caseload to maximize units of service.
- Provide data entry into NIMRS (NYS Incident Management and Reporting System) and Foothold Technology for HH and HCBS.
- Perform 1 to 2 hours of weekly member and community outreach.

VI. Child and Adult Care Food Program (CACFP) Responsibilities:

- Responsible for the oversight of all functions of the Child and Adult Care Food Program (CACFP) program including but not limited to:
 - Follow regulations for CACFP program as provided by the Department of Health.
 - Attend necessary food related in-services and trainings. Provide all necessary related annual CACFP trainings to HH staff.
 - Monitor all meals served in accordance to CACFP guidelines.
 - Cook and prepare meals in the absence of the Health and Nutrition Specialist
 - Review monthly CACFP statistics.
 - Ensure that the kitchen and pantry is clean and safe.
 - Ensure that food orders cost effective.
 - Oversee meal count.
 - Review food production log after each meal.

VI. Other Duties:

- Assist with Helpline phone coverage as needed. (Hudson House staff responsible for 1 day of Helpline coverage weekly).
- 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:

- TEMPORARY position - up to 16 weeks.
- Non-Exempt
- Up to forty (40) hours per week – primarily 9a.m. to 5p.m. - Monday through Friday

Please send letter of intent and resume to:
Kelly Czvik
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73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to kczvik@mhaorangeny.com