

AICH HEALTH DEPARTMENT: Behavioral Health Program Coordinator

The mission of the American Indian Community House (AICH) is to improve the well being of urban American Indians and to promote and increase the visibility of American Indian cultures in an urban setting by administering programming based on community needs and by cultivating relationships that support and further our vision.

The mission of the AICH Health Department is to assist in raising the level of health status of American Indians/Alaska Natives residing in the greater New York City area to a level equal to that of the general population, and to foster intercultural and social exchanges between American Indians / Alaska Natives and all ethnic groups in urban areas.

Behavioral Health program Coordinator will provide drug/alcohol case management services including intake/assessment screening, referrals, advocacy, and service planning and implementation including case coordination and conferencing to the American Indian community of the New York City metropolitan area. The Coordinator will work with resource facilities to ensure adequate access to quality, culturally sensitive rehabilitation for families, youth and adults with a predisposition to alcohol/drug use or abuse.

RESPONSIBILITIES:

- § Provide behavioral health assessment of clients.
- § Coordinate referral of clients for treatment, maintain contact with and facilitate re-entry of clients to the community by providing follow-up services.
- § Provide recovery classes and support groups for clients at-risk for alcohol/drug abuse, in need of support to remain drug free, and/or for other behavioral health needs.
- § Provide community and provider presentations, and recreational activities.
- § Responsible for client record security and maintenance, upkeep of daily entries, and quality assurance review.
- § Promote social competencies and life skills, such as decision-making, problem solving, communication and resistance skills, stress management and financial management.
- § Train people who have an impact on the behavior of others (e.g., parents, educators, employers, health care professionals, peers, public policymakers, and religious leaders).
- § Identify individuals at highest risk as early as possible, and provide intervention services and linkages in an appropriate environment.
- § Influence the social policies and norms regarding substance abuse and mental health.
- § Participate in agency-wide projects, including program development objectives.

REPORTS TO: Director of Health Programs

QUALIFICATIONS: Must have a Master's Degree in Social Work. A Bachelor's Degree in Social Work plus a minimum of two years of supervisory experience or one year of case management in a community health or outpatient treatment setting may be considered. Alternately, candidates may possess an Associate's degree and CASAC certification plus two years of case management experience.

Please e-mail or fax a resume, cover letter and salary requirements to:

Director of Health Programs, Cara Thunder
American Indian Community House, Inc., 11 Broadway, 2nd Floor, New York, NY 10004
E-mail: dallen@aich.org Fax: 212-598-0325

No Phone Calls Please

AICH offers excellent benefits package. Salary commensurate with experience; based on qualifications and credentials,

AICH is required by the Federal Government to have an American Indian Preference Program in place. If a qualified American Indian candidate can not be found, an applicant other than American Indian may be selected in accordance with our Equal Opportunity Employer Program.

Supervisory Controls

Coordinator is under the supervision of the Health Director who provides general assignments for ongoing and long-term objectives. Coordinator performs work independently, exercising initiative and judgment in planning, developing and teaching diabetic programs. Work is reviewed in terms of objectives met.

Guidelines

Work is performed within the plans, policies and objectives of the American Indian Community House. The program scope of work and timeline as approved by funding sources will serve as the primary tool for determining Coordinator and program performance. The Coordinator must use initiative in developing the programs assigned and in setting program priorities. Other guidelines include standards from professional associations and from funding sources.

Complexity

In addition to the administration of the program the work entails the provision or coordination of a range of services from counseling, teaching, and emergency and crisis care. The work involves determining the needs of the program and community, and assisting the community, program, and the team by planning, developing, and evaluating the program. Continuous quality management is an integral aspect of job responsibility.

Scope and Effect

The purpose of the work is to provide expertise in planning, implementing and evaluating care for the program, direct services providers and related communities.

Personal Contacts

Contacts are with clients, program and agency personnel, direct service or medical/clinical personnel in inpatient, outpatient or community settings, and other community partners.

Purpose of Contacts

Client and community contacts are to assess, educate, motivate, and refer clients to develop and maintain good health practices. Contacts with agencies outside AICH are to provide and exchange information in order to better deliver, plan, coordinate and evaluate the AICH program, and enhance the availability of care for clients. Contacts with AICH personnel are for the purpose of training and coordinating delivery of health services.

Physical Demands

The work will require local travel using public transportation, and out of town travel. Work may also include physical fitness activity instruction or demonstration.

Work Environment

Work is performed in the Health Department office. Home visiting may be necessary on occasion. Other work spaces, such as home or other offices may be utilized with the approval of supervision.