



Equal Opportunity Employer

Minorities/ females/ veterans/ disabilities/ sexual orientation/ gender identity

Utilization Review/Quality Assurance
Apartment Treatment Program

OVERVIEW

The Utilization Review/Quality Assurance staff is responsible for ensuring that the Apartment Treatment Program (ATP) is conducted in accordance with the New York State Office of Mental Health regulations (Part 595) and NYS Office of Medicaid Inspector General (OMIG).

Those duties include but are not limited to; physical apartment inspections, physical chart reviews, utilization reviews, tracking and scheduling of all mandatory and recommended staff training. The UR/QA staff member will be directly supervised and report to the Director of Quality Assurance.

QUALIFICATIONS / REQUIREMENTS

Education:

This position requires that the applicant have obtained a Bachelor's degree or higher in human services; this position requires that the individual fulfill the requirements of a Qualified Mental Health Professional (QMHP)

Experience:

This position requires that the applicant have;

- Excellent written and verbal communication skills
- Proficiency in computer skills - use of Word, Excel, Power Point

Experience preferred:

- Knowledge and experience with OMIG regulations for billing Medicaid in a licensed residential program
- Experience with web based software programs: AWARDS and CAIRS
- Experience working with a special need (mental health) adult population

Schedule: Monday to Friday; 9:00 am – 5:00 pm

Physical Requirements

- Must be able to access apartments above first floor
- Must be able travel to different locations within the community
- Must be able to demonstrate proper cleaning / apartment maintenance methods to clients/residents of the program

Salary: Annualized at \$ 45,000 plus benefits

Apply to website: <http://www.geelcs.org/employment/jobemp/index/131>



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Administrative Assistant Administration

Description:

The Administrative Assistant (AA)'s primary responsibilities include clerical, reception at Main Headquarters, and personnel pre-screening/ data collection for all agency programs.

Qualifications and Requirements

Education:

- Bachelor's Degree, plus related experience preferred, or
- AA degree (or 60 college credits towards a Bachelor's degree), plus two (2) years' related experience
- HS Diploma (or GED) with minimum of three (3) years' related work exp required; 5 (five) years preferred.

Candidate must have excellent verbal and written communication skills, and excellent computer skills, including working knowledge of Excel and MS Word.

Experience:

Human Resources experience preferred. Other requirements include the following:

- Ability to maintain the highest level of confidentiality and display sound judgment
- Ability to handle sensitive material concerning the organization

Ideal candidate will have demonstrated good time management skills; with ability to prioritize, multi-task, and demonstrate attention to detail as required in areas of data collection and reporting.

Schedule: Office hours are: Monday - Friday: 9:00am - 5:00 pm.

Salary: Annualized at \$41,969 (plus benefits)

Physical Requirements / Limitations:

Candidate must be able to access areas below first floor of facility and must be able to travel to different locations within the community.

Apply via website:

<http://www.geelcs.org/employment/jobemp/index/109>



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CASE MANAGER
Supported SRO – Union Avenue

Description: Provide supportive case management for adults with mental health diagnosis in a Supported SRO setting.

Qualifications:

- Bachelor's degree, plus one (1) years' work experience in the field of social services preferred, or
- AA degree - or minimum of 60 college credits towards Bachelor's degree, plus minimum of two (2) years' experience in field of social services required
- HS diploma or Equivalent plus minimum of three (3) years' experience in field of social services required, five (5) years exp preferred

Good communication skills (written and verbal) and good computer skills are required. **Bilingual / Spanish a plus.**

Schedule:

Office Hours are: Monday - Friday; 9:00 a.m. – 5:00 p.m.

Physical Requirements/ Limitations: Candidates must be able to access areas above first floor of building /facility, and must be able to demonstrate proper cleaning and apartment maintenance methods to residents in addressing their activities of daily living.

Salary: Annualized at \$41,969 plus benefits

Apply directly via website:

<http://www.geelcs.org/employment/jobemp/index/123>



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CASE MANAGER
Supported SRO – Grand Ave

Description: Provide case management and support services to adults with SPMI in Supported SRO program.

Qualifications:

- **Bachelor's degree**, and one year's work experience in the field of social services preferred, or:
- **AA degree - or 60 college credits towards Bachelor's degree**, plus minimum of two (2) years' experience in field of social services required.
- **HS diploma or equivalent** plus minimum of three (3) years' experience in the field of social services required; five (5) years preferred.

Must demonstrate good verbal and written communication skills, and must have good computer skills. **Bilingual/ Spanish preferred**

Schedule:

Office Hours are: Monday - Friday; 9:00 a.m. – 5:00 p.m.

Physical Requirements/ Limitations: Candidates must be able to access areas above first floor of facility, and must be able to demonstrate proper cleaning and apartment maintenance methods to residents in addressing their activities of daily living.

Salary: Annualized \$41,969 plus benefits

To apply: email resume and cover letter via website

<http://geelcs.org/employment/jobemp/index/111>



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UNIT DIRECTOR / SUPERVISOR

Apartment Treatment Program

OVERVIEW

The Unit Director is directly responsible for the operation of a set unit/number of apartments providing care to severely and persistently mentally ill adults. The Unit Director is responsible for ensuring that the rehabilitative services are provided by the staff utilizing person centered principles of recovery; work entails some administration, direct supervision of three visiting counselors, and case management supervision of up to 18 clients. The Unit Director is responsible for insuring that his/her unit is operated in compliance with the Office of Mental Health (OMH), New York State Office of Medicaid Inspector General (OMIG) regulations, and in accordance with the philosophy, goals and policies of Geel. The Unit Directors report directly to the Program Director.

QUALIFICATIONS / REQUIREMENTS

Education: This position requires that the individual fulfill the requirements of a Qualified Mental Health Professional (QMHP); **Baccalaureate Degree in Human Services or Master's in Social Work or related field.**

- Masters in Social Work or related field - and one (1) year's related experience
- Bachelor's Degree in Human Services - and three (3) years related work experience.

Supervisory experience is preferred.

SCHEDULE: Monday - Friday; 9:00 am – 5:00 pm

Hours of Operation: The office is open from 8:00 am to 7:00 pm; Monday through Friday, and 8:00 am to 4:00 pm, Saturdays.

PHYSICAL REQUIREMENTS/LIMITATIONS (if any)

- Must be able to access apartments above first floor
- Must be able travel to different locations within the community
- Must be able to demonstrate proper cleaning / apartment maintenance methods. Duties include conducting apartment visits, apartment maintenance tasks, (e.g. demonstrating/teaching activities of daily living to clients, prepping an apartment for new clients, etc.) conducting fire drills and safety inspections to residents located in scatter-site apartments in the community.

SALARY: Annualized at \$ 54,309 plus benefits

Apply via website: <http://www.geelcs.org/employment/jobemp/index/119>



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CASE MANAGER
Supported Housing Program

Description: Provide case management and supportive services for adult psychiatric clients and families in scatter-site housing program and single-site facility in North Bronx

Qualifications:

- **Bachelor's degree**, and one year's work experience in the field of social services preferred, or:
- **AA degree - or 60 college credits towards Bachelor's degree**, plus minimum of two (2) years' experience in field of social services required.
- **HS diploma or equivalent** plus minimum of three (3) years' experience in the field of social services required; five (5) years preferred.

Must demonstrate good verbal and written communication skills, and must have good computer skills. **Bilingual/ Spanish a plus.**

Schedule:

Office Hours are: Monday - Thursday; 10:00 a.m. – 6:00 p.m.
Friday; 9:00 am – 5:00 pm

Physical Requirements/ Limitations: Candidates must be able to access areas above first floor of apartment buildings, and must be able to demonstrate proper cleaning and apartment maintenance methods to residents in addressing their activities of daily living.

Salary: Annualized at \$41,969 plus benefits

Apply via website:

<http://geelcs.org/employment/jobemp/index/96>



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**APARTMENT TREATMENT PROGRAM
VISITING COUNSELORS**

Description:

Provide supported case management and support services to adult seriously and persistently mentally ill (SPMI) residents of scatter-site apartment program in North Bronx. Candidates must be able to assist residents with activities of daily living and general apartment maintenance, and must be able to access areas above first floor of work site and apartment buildings.

Schedule: To Be Determined

Days: (Range) Monday - Saturday

Hours: (Range) 8:00 am – 7:00 pm

Qualifications:

- **Master's or Bachelor's degree in a human services related field**, with experience in social services preferred - or
- **AA degree in a human services related field**, with three (3) years' experience in human services
- **HS diploma** with five (5) years' experience in human services

All candidates must demonstrate good verbal and written communication skills, and must have good computer skills. **Bilingual/ Spanish a plus.**

Salary: (updated as of 1/2022)

Annualized at \$ 41,969 plus benefits

Apply directly to agency website:

<http://www.geelcs.org/employment/jobemp/index/85>



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PORTER
South Bronx Supported SRO

Description: Under the general guidance and supervision of the Building Superintendent, the Porter is responsible for the daily cleaning of the common areas in a meticulous manner including residential corridors, lobby and vestibule, stairwells, offices, elevator, laundry room, bathrooms, trash rooms, building exterior, compactor room, rear patio and parking lot.

Additionally, the Porter also assists the Building Superintendent with apartment turnovers and is the point person to set-up and take-down equipment for events.

Qualifications: One (1) year's related experience required. HS diploma preferred. Bilingual/Spanish preferred.

Proficiency using cleaning equipment such as buffing/stripping machines, snow blower and power washer is preferred.

Schedule: F/T (35 hours/week). Office hours are: Monday – Friday: 8:00AM – 4:00PM.

Physical Requirements

- Must be able to access the basement and apartments above first floor
- Must be able to lift and carry 50 lbs
- Must be able to operate power equipment
- Must be able travel to different locations

Salary: Annualized at \$27,300 plus benefits

Apply directly to agency website:

<http://geelcs.org/employment/jobemp/index/132>