



Brooklyn Community Services

Position: Supervisor
Program/Department: BCS PROS
Reports to: Program Director
Work Location: 1310 Rockaway Parkway, Brooklyn NY 11236
Hours: Full Time

Position Summary:

A Supervisor at BCS PROS (Personalized Recovery Oriented Services) is primarily responsible for supervising Recovery Specialists who provide direct services to adults living with severe mental illness. As a strengths-based psychiatric rehabilitation program, we promote independent living and community participation. Supervisors work as part of the leadership team to facilitate trainings, staff meetings and clinical/utilization review meetings. Supervisors assist with oversight and delegation of groups and program activities.

Responsibilities:

- Oversee Recovery Specialists caseload and facilitate weekly supervision meetings with assigned staff.
- Ensure completion of required documentation and conduct regular chart reviews to ensure compliance with PROS Regulations and Standards of Care.
- Ensure completion of assessments including Wellness Recovery Action Plans, Psychosocials, Psychiatric Rehabilitation, Vocational, Cultural, and Substance Screenings.
- Review PROS participants' progress towards goals as reflected in Individual Recovery Plans and monthly progress notes to determine the need for modification of treatment plan.
- Assist Program Director and other supervisory staff with oversight of Medicaid eligibility documentation and Medicaid billing to assure full compliance with Medicaid PROS regulations.
- Ensure coverage of group and individual services in the absence of Recovery Specialists.
- Work as part of an interdisciplinary treatment team, including participation in weekly administrative, clinical, and utilization review meetings.
- Coordinate and carry a 24 hour support cell phone in rotation with the clinical team.
- Assist in the oversight of intake/ admission of new PROS participants.
- Assist in facilitation of clinical, professional development, and utilization review meetings with interdisciplinary team.
- Assist the Program Director and supervisory team with oversight and delegation of program activities as needed.
- Participate in agency wide groups and meetings as required.



Qualifications:

Masters in Social Work, Mental Health Counseling or related field.

- Three years post graduate experience working with adults living with mental illness/MICA population.
- Strong computer skills and knowledge of service documentation required

Qualifications Preferred

- Licensure such as LMSW, LCSW, or LMHC preferred.
- Previous supervisory experience preferred.
- Previous experience working in a PROS setting preferred.

Contact:

Email Resume and Cover Letter to:

Shaddia W. Torres, Director of BCS Pros

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