



## Job Description

**Position: Assistant Director- PROS Program**

**Program/Department:** PROS (Personalized Recovery Oriented Services) / Community Supports

**Reports to:** Program Director Amy Desautels

**Work Location:** Brooklyn, New York

**Hours:** Full Time

### Position Summary:

Brooklyn Community Services (BCS) envisions One Brooklyn Community where everyone can realize their full potential. Our mission is to empower children, youth, adults, and families to overcome the obstacles they face. Together we partner with our community to ensure opportunities for all to access an excellent education, jobs, safe and affordable housing, quality health care and wellness programs. BCS PROS (Personalized Recovery Oriented Services) is a nurturing, supportive, adult psychiatric rehabilitation program which fosters mental health stability, independent living, and greater community participation.

The Assistant Director is responsible for direct supervision of program staff and interns as well as shared oversight of day-to-day operations. The successful candidate must have a pertinent master's degree and a minimum of three years of experience delivering mental health and/or community based services. The candidate will possess strong clinical and organizational skills and the ability to work effectively in a changing environment. The assistant director must approach persistent mental illness through a hopeful, strengths-based lens and with a passionate focus on maintaining programmatic excellence.

### Responsibilities:

- Orient, train, and provide clinical and task supervision to program staff and interns including weekly individual and group supervision
- Oversee responsibility for maintenance of participant records, including timely documentation as required by Medicaid, Medicare, and the Office of Mental Health
- Act as member of an interdisciplinary treatment team including facilitation of weekly administrative, clinical, and utilization review meetings
- Assist Program Director and clinical staff with billing preparation and management of insurance eligibility to maximize reimbursement for services rendered
- Coordinate special projects related to treatment services, quality assurance, billing, and intake
- Develop training and guidance materials to ensure staff competence and program continuity
- Maintain/share system administrator responsibilities for supportive housing and Medicaid transportation accounts
- Provide direct individual and group clinical services and case management, as needed
- Provide crisis management, as appropriate
- Carry a twenty-four hour support cell phone in rotation with Program Director
- Participate in agency-wide groups and meetings as required
- Assist with development of funding proposals as needed
- Other tasks as may be required

### Qualifications Required:

- LCSW, LCSW-eligible, LMHC, or LCAT
- Three years post-graduate experience in mental health or closely related field
- Two years supervisory experience



**Qualifications Preferred:**

- LCSW with SIFI certificate
- Prior experience in a Personalized Recovery Oriented Services (PROS) program or in serving adults with persistent mental illnesses

**How to apply:**

[Click here to apply to the Assistant Director- PROS role](#)