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**JOB DESCRIPTION  
MENTAL HEALTH  
COORDINATOR OF TREATMENT APARTMENTS and  
SUPPORTED HOUSING PROGRAM**

**RESPONSIBILITIES**

1. Provide supervision to staff of Treatment Apartments and 7 Supported Housing units.
2. Oversee all resident charts and Medicaid billing in accordance with OMH and Medicaid guidelines.
3. Provide crisis intervention.
4. Maintain schedule for rotating on-call coverage.
5. Screen potential Treatment and Supported residents through SPOA process.
6. Carry a minimum caseload of 2 residents.
7. Oversee the physical plant of all Treatment Apartments and Supported Housing units.
8. Attend staff meetings, case conferences and training sessions as scheduled.
9. Act as liaison with landlords, treatment providers and all other collateral contacts.
10. Maintain rent stipends for those residents in Supported Housing.
11. Oversee the financial needs of those residents in Treatment Apartments.

**SUPERVISION**

Report to the Director of Mental Health

**QUALIFICATIONS**

Master of Arts preferred, Bachelor of Arts with 1 year experience or Associates Degree in Human Services and 3 years experience working with the mentally ill. Must be eligible as a Medicaid professional. Valid NYS drivers' license.

**HOURS**

Full Time – 37.5 hours / week

FORWARD Resume and Cover Letter to [careers@clusterinc.org](mailto:careers@clusterinc.org)

Amended 11/30/2021