



Brooklyn Community Services

Interested applicants must apply via our website by clicking on the following [LINK](#). Application must be completed, resume uploaded, cover letter preferred.

**Position: Assistant Director - Cortelyou - Supported Housing**

**Reports to: Program Director**

**Work Location: Flatbush, Brooklyn, NY**

**Hours: Full Time** - Evening and weekend hours required

**Salary Range: \$65,000 - \$75,000 annualized**

Cortelyou is a 46-unit supportive housing program located in Flatbush Brooklyn. The Program specially services young adults 18-25 years old with Serious and Persistent Mental Illness and have a chronic history of being unhoused. Most of the young adults living at Cortelyou are members of the LGBTQ+ community. The Program offers a safe environment and supportive services to help our young adults to move towards long term stability. This Program is under the NY/NY 15 population C agreement and funding is being provided through the Department of Health and Mental Hygiene.

Responsibilities:

- Provide consistent supervision and management for all aspects of high quality program services delivery to clients from vulnerable populations in accordance with funder and regulatory requirements; best practices; BCS policies and Core Values; and *Code of Conduct for Custodians of People with Special Needs*. Serve as a role model to all stakeholders.
- Responsible for cultivating a safe and affirming living environment for formerly homeless, young adults, many living with a significant mental illness, and many identifying as part of the LGBTQIA+ community.
- Review service plans, progress notes, and all other chart documentation to ensure compliance with DOHMH regulatory standards
- Provide weekly one-on-one supervision to all social services staff
- Work in collaboration with Program Director to manage all consumer related issues with property management
- Conduct case conferences to provide appropriate interventions for clients in crisis
- Conduct monthly chart reviews to ensure case records remain in good standing at all times
- Required to manage a caseload in the event of staff shortages
- Provide ongoing performance feedback to case managers and complete annual performance evaluations



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- Participate in client intake process, including interviewing, screening, and selecting all new residents for the program
- Supervise program interns as appropriate
- Complete monthly reports to meet program requirements
- Ensure in that case managers works in collaboration with MHANY administrative team to ensure residents provide all required documentation to recertify apartment units
- Approve time cards, monitor staff attendance, and revise staff schedules as instructed by Program Director
- Provide oversight of monthly calendar of events and schedule group activities
- Assist Program Director with all Human Resources matters, including interviewing and hiring
- Assist Program Director with on call 24 hour/seven days a week coverage to address consumer emergencies
- Develop and maintain relationships with community providers (i.e. local nonprofit providers, community boards, etc.)
- To ensure that resources are being provided to community residents and engagement with church social programs
- Coach social service staff on representing program at external events and establish/maintain relationships with stakeholders in the community
- Attend all meetings, trainings, seminars, workshops, and case conferences as assigned and required
- Perform all tasks as assigned by Program Director

**Qualifications Required:**

MSW or equivalent degree with at least three years' experience in supervision. License preferred. Proven experience in clinical program implementation with young LGBTQIA+ adults preferred. Members of the LGBTQIA+ community are encouraged to apply. Fingerprinting and criminal background check required. Position requires direct face-to face contact with consumers and the general public on an ongoing basis. Evening and weekend hours required.

BCS and Turning Point require that all employees entering the workplace be fully vaccinated against COVID-19 unless an exemption is granted as a medical or religious accommodation.

BCS is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities



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### **Program Director - Cortelyou Supportive Housing**

**Location: Flatbush Brooklyn**

**Hours: Full Time**

**Salary: \$85,000 - \$90,000**

**Reports to: Deputy Director**

**Founded in 1866, Brooklyn Community Services (BCS) empowers children and families to reach their full potential, strengthen families, and foster self-sufficiency in adults. With programs in 40 locations, BCS serves more than 20,000 individuals a year.**

**Program Summary: Cortelyou is a 46-unit supportive housing program located in Flatbush Brooklyn. The Program specially services young adults 18-25 years old with Serious and Persistent Mental Illness and have a chronic history of being unhoused. Most of the young adults living at Cortelyou are members of the LGBTQ+ community. The Program offers a safe environment and supportive services to help our young adults to move towards long term stability. This Program is under the NY/NY 15 Population C agreement and funding is being provided through the Department of Health and Mental Hygiene.**

#### **Responsibilities:**

- The Program Director is responsible for cultivating a safe and affirming living environment for formerly homeless, young adults, many living with a significant mental illness, and many identifying as part of the LGBTQIA+ community.
- Provide consistent supervision and management for all aspects of high quality program services delivery to clients from vulnerable populations in accordance with funder and regulatory requirements; best practices; BCS policies and Core Values; and *Code of Conduct for Custodians of People with Special Needs*. Serve as a role model to all stakeholders.
- Oversee the day-to-day operations of supportive housing program including the implementation of all fiscal, programmatic, and administrative policies and procedures
- Responsible for the overall direction, coordination, and evaluation of all clinical operations at program site
- Oversee all expenditures to ensure all budgetary requirements are met and program remains fiscally viable for the operating year
- Work in close collaboration with property management to navigate all client related issues



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- Attend and actively participate in monthly, quarterly, and annual interdisciplinary team meetings
- Provide opportunities for staff to receive on-going training to ensure staff competency
- Conduct internal audits and quality assurance checks to ensure client records remain in compliance at all times
- Ensure program staffing levels are maintained at all times
- Participate in both internal and external committees and associations
- Complete performance evaluations for all direct reports
- Required to be on call 24 hours a day/seven days a week in case of emergencies
- Ensure compliance with contract performance standards
- Responsible for the completion of all reports as specified by program stakeholders
- Provide supervision to Asst. Director, Admin Asst., and the Peer Specialist to ensure that staff is providing adequate and supportive case management services to program residents
- Utilize data to track program outcomes and performance.
- Facilitate staff meetings and resident community meetings
- Establish and maintain relationships with other agencies and community organizations
- Perform other duties as assigned

**Qualifications:**

- MSW or equivalent degree, LCSW preferred, with a minimum of five years of experience working in supportive housing required.
- Proven experience in clinical program implementation with either young adults, formerly homeless, or LGBTQIA+ community preferred.
- Three years' supervision experience required
- Fingerprinting and criminal background check required. Position requires direct face-to face contact with consumers and the general public on an ongoing basis.

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