



## **FEBRUARY 2018 PROGRAM COORDINATOR**

A Caring Hand, Founded in Memory of Billy Esposito, Inc.(ACH) in New York City is recruiting for a Full Time Program Coordinator for our program for grieving children and their caregivers. Available immediately.

### **ABOUT A CARING HAND**

The organization was started in 2002 by Susan Esposito Lombardo following the death of her father on 9/11/01. In 2008 ACH began providing direct services including group support as well as individual therapy, consultation, and resources for grief. The goal of ACH is to meet bereaved children and families wherever they are in their grief journey and fulfill their needs in a caring and knowledgeable environment. We help grieving children and families cope, connect, and continue to remember.

### **AVAILABLE POSITION**

#### **FULL TIME CLINICAL PROGRAM COORDINATOR**

#### **MENTAL HEALTH CREDENTIALS AND CLINICAL EXPERIENCE REQUIRED**

##### **Program management**

- Conduct clinical program services for clients in collaboration with Executive Director
- Provide leadership for clinical program staff
- Review and maintain high quality delivery of services
- Implement new program initiatives
- Assist with grant related activities and reporting

##### **Client services**

- Conduct phone intake and screening of new clients
- Conduct intake and follow up assessment of children and adults using established protocol with clinical interview and standardized measures
- Schedule client appointments

##### **Program administration**

- Provide general clinical program administration and oversight
- Manage and prepare program materials e.g. order and maintain supplies, inventory
- Lead weekly and/or monthly child or adult caregiver support group
- Provide individual services and consultation as needed
- Solicit, secure, manage, program space
- Enter, track, maintain program data
- Maintain client files
- Manage client enrollment and outcome data

##### **Outreach planning and management**

- Research, engage, be liaison, and monitor new and existing referral sources
- Assist with educational trainings and consultation

##### **Staff and volunteer management**

- Manage volunteer recruitment outreach, tracking
- Assist with volunteer training
- Assist with volunteer and intern supervision

- Salary: based on experience
- Location:

- Administrative hours: midtown Manhattan office location for administration.
- Groups: held in midtown and Harlem locations.
- Hours:
  - Late afternoon and evening hours required for intake and groups.
  - Three out of four evenings: Monday Tuesday, Wednesday, Thursday until 8:30 pm.
- Start date: As soon as possible.

### **APPLICANT REQUIREMENTS**

- Mental health license (Psychologist, Mental Health Counselor, Social Worker considered)
- Advanced mental health degree (masters minimum).
- Experience with adults and children doing individual and group treatment.
- Background and experience with bereavement, trauma, or illness.
- Experience with clinical interviewing procedures.
- Experience with standardized assessment measures.
- Training or experience with cognitive behavior therapy preferred.
- Have professional liability insurance.
- Computer skills (e.g. excel, Microsoft word, power point).
- Flexible and organized with attention to detail.
- Able to multitask and pitch in to help where needed on various projects.
- Bi-lingual a plus.

### **PROCEDURE**

- By March 19th: Send cover letter and cv to Robin Goodman (robingoodman@acaringhand.org).  
Appropriate candidates will be contacted for an interview.

Thank you for your interest and for sharing this and passing it along to those interested in working with our special children and families.

For more information about the organization and program visit us at: [acaringhand.org](http://acaringhand.org)