

## **Urban Pathways**

### **Available Positions**

#### **Director of Social Services – Full Time, Various Locations**

##### **Qualifications:**

- MSW or Master's Degree in a related field, MSW, or Master's Degree in a related field, with a minimum of five years' social service experience, preferably with mentally ill, formerly homeless people.
- Minimum of two years of supervisory experience.
- Excellent written, verbal and computer skills. Familiarity with on-line chart record data bases a plus.
- Strong interpersonal skills and ability to work as part of a team.

#### **Director of Operations – Full Time Bronx, Astoria**

##### **Qualifications:**

- Bachelors Degree with a minimum of four years building operations and security experience, preferably in a social services facility. Or High School Diploma/GED with six years maintenance and security experience with at least two years supervisory experience.
- Ability to obtain fire safety certification within six months of employment is required.
- Excellent plumbing, heating, carpentry and electrical skills, and ability to perform routine repairs
- Good verbal and written skills
- Good interpersonal skills and ability to work as part of a team
- Valid NYS Drivers' license and ability to operate Agency vehicle.

#### **Casework Supervisor – Full Time, Bronx**

##### **Qualifications**

- Masters level professional with two years clinical experience. LMSW preferred.
- Prior supervisory experience required
- Experience with formerly homeless, mentally ill, and/or chemically addicted adults preferred.
- Excellent written and verbal communication skills
- Effective problem-solving skills
- Ability to work effectively with others and to aid them to grow in the constructive use of their capacities
- Ability to work independently and to supervise and train staff to deal effectively with the population being served.

### **Medication Room Coordinator – Full Time**

#### **Qualifications**

- Minimum Licensed Practical Nurse (LPN)
- Experience with mentally ill and MICA populations. Psychiatric rehabilitative treatment experience desired.
- Experience in developing and maintain medication management systems.
- Ability to develop and provide health education training to residents and staff
- Skilled in crisis intervention and first aid.

### **Maintenance – Full-Time, Brooklyn**

#### **Qualifications:**

- High School Diploma or GED
- Prior maintenance experience

### **Security Guard – Per Diem, various locations**

#### **Qualifications:**

- High School Diploma or GED
- Must have NY State Security License and Fire Guard
- Prefer CPR and Fire Director training
- NY State Driver's License preferred

### **Cook – Per Diem, various locations**

#### **Qualifications:**

- High School diploma or GED preferred
- Food Handler's certificate or ability to pass test for certification
- Minimum of two years' experience planning, ordering, cooking, and serving meals to groups