

Career Opportunities

December, 2008

The Brooklyn AIDS Task Force is a non-profit, multi-ethnic, community service program dedicated to providing the HIV-infected and affected individuals of Brooklyn with culturally-sensitive HIV/AIDS prevention education, comprehensive social services, and extensive community advocacy.

Brooklyn AIDS Task Force Job Announcements

Title: Clinical Supervisor for Substance Abuse Treatment

The Clinical Supervisor will provide clinical team leadership and clinical supervision to the SAMHSA pre-treatment team and our licensed 822 medically managed OASAS substance abuse outpatient team. Oversee pre-treatment/treatment coordination and service delivery to Open door program participants and First Step clients. Attend regular staff, clinical and team meetings for the Open Door Program (SAMHSA) and the First Step Program (OASAS). Some direct service responsibilities.

For this position the candidate must have a Master's degree in counseling, social work or other related field. Must have a CASAC. Knowledge of substance use treatment, mental illness and other co-occurring disorders. **Must have experience working in a supervisory capacity.** Must have experience working in social service or not-for-profit setting. Must be culturally sensitive to the needs of the clients. Must possess good verbal, written and communication skills, as well as work well in a team environment. Bi-lingual a plus. Send resume with Cover Letter to BATF, Personnel Dept. 502 Bergen Street., Brooklyn, NY 11217 or Fax to (718) 623-1158 or e-mail ghasty@batf.net EOE/AA minorities are encouraged to apply

Title: Pre-Treatment Health Educator

The Pre-Treatment Health Educator will recruit clients through targeted outreach. Prepare, engage and assist clients with substance issues and with co-occurring disorders to enter substance Abuse Treatment. Must understand and know how to run educational as well as support groups. Must know how to conduct individual sessions.

For this position the candidate must have a Bachelors' degree in counseling, social work or other related field. Knowledge of substance use treatment, mental illness and other co-occurring

disorders. Must have experience working in social service or not-for-profit setting. Must be culturally sensitive to the needs of the clients. Must possess good verbal, written and communication skills, as well as work well in a team environment. Bi-lingual a plus. Send resume with Cover Letter to BATF, Personnel Dept. 502 Bergen Street., Brooklyn, NY 11217 or Fax to (718) 623-1158 or e-mail ghasty@batf.net EOE/AA minorities are encouraged to apply

Health Educator / Outreach for Substance Treatment - Full time

Primary Function:

Under the direct supervision of the Program Manager the incumbent must provide comprehensive support to individuals with chemical dependency issues.

Responsibilities:

Provide individual and group counseling and education for harm reduction. Conduct assessment and referral for STI and Narcan. Screenings for substance use and linkage to services as needed, including syringe exchange, ESAP, medical substance abuse treatment. Keep case records to ensure appropriate treatment plan, referrals and follow-ups. Make sure daily weekly and monthly statistics are compiled with expected deliverables and make sure they are forwarded to the proper destination.

Qualifications:

CASAC/CASAC eligible and/or BA degree from an accredited college or university. At least 3 years experience with Substance Abuse/HIV/AIDS issues, including engagement and motivation; referral for testing and health care services. Good verbal and writing skills. Flexibility a must. Must be available after-hours and weekends.

Application Instructions:

Persons Interested in applying should send a cover letter, salary requirements and resume to:

Program Manager - Substance Treatment

Brooklyn AIDS Task Force

502 Bergen St. 2Nd Fl.

Brooklyn, NY. 11217

Fax: (718) 623-1158 or email rsavarese@batf.net

BATF is an EOE/AA employer. Minorities are encouraged to apply.

Community Follow-Up Worker - Full Time

Primary Responsibilities:

To enhance the team approach, assisting the Client Intake Supervisor in ensuring the delivery of services in accordance with the service plan and by reducing barriers to care. Will assist with case findings in the community.

Additional Responsibilities:

Under the direction and supervision of the Client Intake Supervisor: Provide Intake to Case Manager with all pertinent client information. Encourage client empowerment through peer education and support. Assist in accessing and negotiating the service delivery system. Provide follow-up to ensure provision of client services. Act as liaison between the client, family, co-residents and the Case Manager. Provide direct emergency care.

Case finding for hard-to-reach clients in the community and will provide encouragement to seek medical care and treatment.

Minimum Qualifications:

No Educational requirements however must be able to read and write, understand and carry out directions, keep messages and simple records, and be in good health.

Contact:

BATF
25 Chapel Street
Brooklyn, NY 11201
Attention: Director of Support Services
Fax: 718-596-3539
Email: esunshine@batf.net

EOE/AA minorities are encouraged to apply.

Case Manager Technician - Full Time**Primary Responsibilities:**

To assist COBRA Intensive Case Management with performing Medicaid Billable services.

Assist Case Manager in the provision of intensive case management activities to support clients and their families in accessing needed services.

Provide referral services and follow-up for collateral/family case management.

Assist with service plan implementation and service coordination.

Maintain client case record and billing.

Advocate for clients with service providers.

View apartments with clients and follow-up on housing service plan implementation.

Research referral sources and ensure referrals are pertinent to plan implementation.

Home visits and/or In-Hospital follow-up care.

Qualifications:

Bachelor's Degree or Associate's Degree with experience in Case Management of HIV/AIDS populations preferred. Bilingual a plus.

Contact:

BATF
25 Chapel Street
Brooklyn, NY 11201
Attention: Director of Support Services
Fax: 718-596-3539
Email: esunshine@batf.net

EOE/AA minorities are encouraged to apply.

Case Manager- Full Time

Provide Supervision for AI Case Management Services. Screen and process all intakes through Central Intake. Ensure all new clients are assigned within 2-3 business days.

Handle case emergencies, including field visits and crisis needs of the population being serviced. Responsible for provision of multiple services including: entitlement,

medical/clinical, substance use, housing, psycho-social and legal issues, compile daily, weekly and monthly statistics. Develop and implement outreach plan that would

continually inform the general provider community and consumers of the services available at BATF.

Additional Qualifications:

The candidate must have a MSW degree with 2 years experience or a Bachelor's Degree and 5 years experience in AIDS related issues. Strong verbal, writing and organizational skills with 1-3years supervisory experience. Fluent in Spanish and/or French preferred.

How to Apply:

Mail Resume with Cover Letter to:

BATF

25 Chapel Street

Brooklyn, NY 11201

Attention: Director of Support Services

Email to: esunshine@batf.net

Fax to: 718-5963539

EOE/AA minorities are encouraged to apply

Full-Time Substance Treatment Coordinator**Responsibilities:**

Under the direct supervision of the Program Director, the Substance Treatment Coordinator is responsible for the program development and implementation of all substance related programs within the department. Over site and supervision of OASAS Licensure Compliance with special attention to client enrollment, treatment planning, client discharge, record keeping and Medicaid Billing. Review, analyze and update curriculum development and implementation and staff training development. Prepare program's daily, weekly and monthly statistics and log sheets, ensuring that all supporting documents meet all expected deliverables. Develop and implement a time framed Quality Assurance plan that includes staff productivity review, team meeting/case conferencing, record audit review.

Other Qualifications:

Supervise and manage the daily operations of the program. The incumbent must hold a Master's Degree from an accredited college or University in substance treatment and/or mental health counseling. Additionally, the candidate must have no less than 2 years administrative experience, preferably with 822 Medically Supervised Outpatient services. Excellent verbal and writing skills.

Application Instructions:

Persons Interested in applying should send a cover letter, salary requirements and resume to:

Human Resources Manager

Brooklyn AIDS Task Force

502 Bergen St. 2nd Floor

Brooklyn, NY. 11217

Fax: (718) 623-1158 or email ghasty@batf.net

BATF is an EOE/AA employer. Minorities are encouraged to apply.

Community Follow-Up Worker – Vida Care

Basic Function: To provide outreach, intake and assessment services for Vida Care clients. To conduct data entry and track services for billing.

Responsibilities: Data Entry. Outreach Services by phone, mail and home visits as needed. Conduct intake/Assessments for case management services. Completion of orientation/health risk assessments. Complete Vida Care monthly data sheet and complete daily inputs.

Additional Qualifications: Excellent reading and writing skills, knowledge of community resources required. Experience working in the community and fluency in local languages preferred.

Application Instructions:

Send Cover Letter with all resumes.

Mail To:

BATF

Attention: Director of Supportive Care

25 Chapel Street

Brooklyn, NY 11201

Fax: 718-596-3539

Email esunshine@batf.net

EOE/AA Minorities are encouraged to apply.

Case Aide - EIS

Basic Function: The incumbent is responsible for assisting in the implementation of Brooklyn AIDS Task Force's Early Intervention Services program that engages the community at risk for HIV infection by providing case findings to the Brooklyn community, encourage client to seek medical care and treatment, provide follow-up to ensure provision of client services. Provide HIV testing and Counseling, facilitate Linkage to Care (referrals to primary care) and reengagement.

Additional Responsibilities:

The incumbent will be responsible for Intake and assessments, referral verification, acquiring primary care information and assist in assessing and negotiating service delivery. Assist with HIV testing and counseling on the mobile health unit.

Additional Qualifications: Excellent reading and writing skills. The candidate must have a High School Diploma or GED Equivalency and 2-3 years experience working around Outreach and Health Promotion. Must have HIV Testing and Counseling Skills and Experience. Must be willing to work weekends, late nights and after hours for Outreach.

Application Instructions:

Send Cover Letter with all resumes.

Mail To:

BATF

Attention: Director of Clinical Services

502 Bergen Street

Brooklyn, NY 11217

Fax: 718-623-1158 or Email nranger@batf.net

EOE/AA Minorities are encouraged to apply.