



**JOB POSTINGS**  
**March 22, 2012**

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# CANAAN

## **Clinician – Per Diem**

The Clinician is responsible for the leadership, administration and clinical treatment services for all the children placed in the cottage living unit. By implementing and delivering the direct mental health clinical treatment program for each child, the clinician ensure that all treatment plans are carried out and all children and families are effectively engaged in clinical services. He/she ensures the safety and security of the children in placement in a manner consistent with Agency policies, goals, objectives, mission and values.

**Qualifications:** Masters Degree in Mental Health required. LCSW / LMHC preferred. Two years supervisory and/or Clinical Treatment Services experience in a Residential setting, or related Child care or Human Services setting. Demonstrates teamwork skills necessary to effectively assist staff to fulfill their roles and functions for the treatment of youth. Excellent management and communication skills, oral and written. Possesses a genuine respect for and interest in children and their families of diverse racial and ethnic identity and has an ability to form a therapeutic relationship with children and their families, and to advocate for them. Demonstrates effective clinical abilities to assist youth and families to live productively in their home communities. Valid driver's license. Knowledge of computers and keyboard proficiency to complete required case management documentation.

## **Cost Accountant**

The cost accountant position is accountable for the ongoing analysis of process constraints, target costing programs, program rate analysis, and tracing costs back to underlying activities. The cost accountant must also construct and monitor those cost-effective data accumulation systems needed to provide an appropriate level of costing and program rate information to management.

**Qualifications:** Minimum of Bachelors Degree in accounting and a minimum of two years experience in cost accounting. Knowledge of New York State Standards of Payment methodology preferred. Knowledge of financial and business management. Knowledge of accounting practices and theory. Use and maintenance of manual and computerized accounting systems. Excellent oral and written communication skills. Strong organizational, interfacing, and clerical skills. Demonstrate research, auditing and problem solving skills. Ability to be courteous and tactful. Ability to maintain confidentiality. Ability to understand agency account codes, accrual accounting. Knowledge of budgeting, and auditing processes. Ability to systemize and automate tasks and activities to increase the efficiency of the function.

## **Detention Counselor (Burnham NSD) – (1)-Per Diem, (1) Full Time Overnight**

The Detention Counselor is responsible for providing the basic needs of the children in the program with a primary emphasis on proper supervision and interaction within all aspects of the program, including, but not limited to; the facility, recreational and educational activities, infirmary, etc., consistent with the Agency's mission, policies, goals, and objectives. The Detention Counselor carries out responsibilities in accordance with the codes, regulations, and rules of the Office of Children and Family Services and the Agency.

**Qualifications:** HS Diploma/GED required. Associates or Bachelors Degree preferred. Minimum of two years experience working in Human Services. Desire to learn teamwork principles and skills as well as work with more experienced staff. Valid driver's license.

### **Nurse (LPN/RN) – (Per Diem)**

The Nurse is responsible for delivering quality nursing care to all clients. A safe and risk-reduced environment is essential for effective treatment, good planning, an efficient operation, and long-term preservation of the organization.

**Qualifications:** Graduate of an accredited nursing program with NYS registered nurse or professional nurse license required. 2 years of clinical nursing experience preferred. CPR certification required. Able to work in a fast paced multi-task infirmary environment. Able to handle confidential information. Working knowledge and experience with computers is a plus.

### **Sanitation Specialist (Food Service)**

The Sanitation Specialist is responsible for maintaining the scullery and dining hall area in a sanitary Condition at all times.

**Qualifications:** HS Diploma/GED. Experience working with at risk youth preferred. Able to work in a culturally and economically diverse population. Valid driver's license.

### **Senior Youth Care Counselor**

Work in conjunction with the Shift Supervisors to ensure the safety and security of the residents in the cottage. Carry out established procedures for instructing, supervising and monitoring residents in regard to their personal hygiene, grooming, housekeeping skills and room cleaning.

**Qualifications:** HS Diploma/GED required. Meets all requirements for Youth Care Counselor, Level III, which include: 3 years above average or outstanding evaluations at BFC. Demonstrate the ability to function independently and assist the Cottage Manager in implementing the program. Skilled in supervision and training of other Youth Care Counselors, Levels I, II. Conduct group meetings and complete progress reports.

### **Supervisor (Burnham NSD)**

The Supervisor, Non-Secure Group Detention assists the Coordinator and Assistant Coordinator in the operation of the program and supervision of staff and children; performs as a model/teacher for the Detention Counselors; monitors the other counselors to ensure that they are performing their jobs in accordance with codes, regulations, and rules of OCFS and the Agency; and alerts administration to program areas he/she views as in need of improvement.

**Qualifications:** Associates Degree required. Bachelors Degree in human services preferred. A minimum of five years of human services experience. Minimum of two years of supervisory experience required. Ability to model/teach skills to Detention Counselors. Demonstrated teamwork mentality. Demonstrated verbal and written communication skills. Valid NYS driver's license required.

### **Teacher – (Per Diem) Burnham NSD**

The purpose of educational programming in an institutional detention facility is to provide success-oriented, short-term educational activity. Students will receive suitable educational instruction in accordance with the New York State Education Law for short-term programs.

**Qualifications:** Bachelor's degree required. Masters preferred with certification in teaching. Minimum of two years of experience working in a classroom/tutorial setting. Experience teaching High School, Middle School and Special Education preferred. Familiarity with child development and group facilitation skills. Must be familiar with the psych-social aspects of child abuse and neglect. Ability to

work with culturally and economically diverse population. Must have available transportation with agency-required levels of automobile liability insurance coverage and valid NYS driver's license.

**Transporter – (Per Diem)**

Drive any of a variety of motor vehicles, both on and off agency property.

**Qualifications:** HS Diploma/GED required. One year of driving experience preferred. Valid driver's license appropriate for the type of vehicle to be operated. First Aid & CPR Certified. Knowledge of the vehicle and traffic law as it applies to the safe operation of the various vehicles. Knowledge of the nature of cargo carried and any special handling required. Operation of various motor vehicles. Ability to lift and carry crates, cartons, boxes, and other cargo onto and off of transport vehicles. Able to work with a culturally and economically diverse population. Experience working with at risk youth.

**Youth Care Counselors - (Full Time & Per Diem)**

Provide quality care to youth within a residential unit (cottage) and function as a contributing team member. Must be committed to and have experience working with youth from diverse backgrounds with special needs and be effective in the use of group dynamics.

**Qualifications:** HS Diploma/GED required. Valid driver's license required. TCI, First Aid and CPR training required.

**CAPITAL DISTRICT REGION  
(Including Schenectady)**

**Assistant to Head of Group (Per Diem) - (Albany/Troy After School Program) (3 hrs/day-15hrs/wk Max)**

Plan and conduct activities. Provide guidance and support for youth.

**Qualifications:** HS Diploma/GED required. Must have experience working with school aged children.

**Community Care Specialist (Per Diem),(Foster Care) – (1)Albany, (1) Hudson**

The CCS serves as a positive role model and integral part of the treatment team. The CS provides intensive interaction and support to youth on a one-on-one basis through recreational, educational, cultural, and social activities and provides appropriate supervision of children; counsels, supports and teaches skills such as communication, conflict resolution and independent living.

**Qualifications:** HS Diploma/GED required. Associates Degree preferred. Minimum of six months direct human services experience.

**Family Specialist (Foster Care) – (1) Albany, (1) Hudson, (1) Albany/Hudson, (2) Warren County**

Provide intensive community based clinical services as a part of the multi-disciplinary team that include strength-based assessment, treatment planning and coordination, individual, group and family treatment, discharge planning and intervention/liaison work with client support systems, including social service programs and community providers. Position requires energetic, flexible and creative individual with strong skills in working with children and families. Some evening and weekend hours required.

**Qualifications:** Bachelors in related field, with minimum of 2 years experience working with adolescents and families required. MSW or Master's degree in a related field preferred. Valid driver's license and auto insurance required.

**Family Specialist (Prevention) – (1)Schenectady, (1) Columbia County**

Provide intensive community based clinical services as a part of the multi-disciplinary team that include strength-based assessment, treatment planning and coordination, individual, group and family treatment, discharge planning and intervention/liaison work with client support systems, including social service programs and community providers. Position requires energetic, flexible and creative individual with strong skills in working with children and families. Some evening and weekend hours required.

**Qualifications:** Bachelors in related field, with minimum of 5 years experience working in the Human Services field required. MSW or Human Services equivalent preferred. Valid driver's license and auto insurance required.

**Functional Family Therapist – Schenectady**

Provide intensive home based family therapy services as a part of the multi-disciplinary team that include strength-based assessment, treatment planning and coordination and family treatment, discharge planning and intervention/liaison work with client support systems, including social service programs and community providers. FFT is an evidence based model aimed at treating at risk youth and their families. Position requires energetic, flexible and creative individual with strong skills in working with children and families. Some evening and weekend hours required.

**Qualifications:** MSW or Master's degree in a related field preferred. Valid driver's license and auto insurance required.

**Group Home Worker (Per Diem & Full Time) – Ancram, Champlain, Columbia, Fulton, Washington (FT Overnight)**

The Group Home Worker is a member of the treatment team that provides a safe and secure therapeutic environment for youth placed in a Berkshire Farm Group Home. Under the leadership of the Supervising Group Home Worker the team develops, implements and monitors individualized treatment plans for each youth. The Group Home Worker will assist in the maintenance of a safe, secure setting conducive to the youth's positive development. The Group Home Worker will embrace the Agency's mission and values, goals and objectives.

**Qualifications:** HS Diploma/GED required. Associates degree in the human services field and 2 years experience working with children preferred. Ability to communicate effectively, both written and verbal. Demonstrated ability to evaluate, interpret, instruct and guide the behavior of the children and to assess and manage group dynamics so as to ensure that the group home's living environment will not hinder treatment. Capable of working in a busy environment. Ability to keep accurate and detailed records on house/client incidents. Shows continued growth and development in awareness, insight and discernment and demonstrates increased ability in individual and group counseling, the interpretation and management of group dynamics and instructing children in life skills. Has a valid driver's license and clean driving record. Able to work with a culturally and economically diverse population.

**Head of Group (Per Diem) – (Albany/Troy After School Program) (3 hrs/day-15hrs/wk Max)**

Plan and conduct developmentally appropriate activities for youth. Conduct record keeping tasks.

**Qualifications:** HS Diploma/GED required with a minimum 2 years experience working with elementary age children. Associates degree in child development, recreation or related field preferred.

### **Program Coordinator – Hudson (Foster Care)**

The Program Coordinator is responsible for all aspects of the Foster Care Program including program development, supervision of foster care staff and various administrative responsibilities. As a leader of a treatment-oriented team the Program Coordinator works closely with DSS providers to facilitate referrals and ensure high quality services. The Program Coordinator often works closely with staff and foster parents during crisis situations to ensure on-going safety and well-being of youth in care. The Program Coordinator also acts as a liaison to a variety of community agencies.

**Qualifications:** MSW or Master's degree in related field required. LSCW/LMHC preferred. Excellent written and oral communication skills, organization and time management skills are required.

### **Program Coordinator – Schenectady (Prevention)**

The Program Coordinator has overall responsibility for all aspects of prevention services (planning, supervision, administration, independent monitoring and program development). As a leader of a treatment oriented team, the Coordinator represents the Agency in recruiting and acceptance of referrals for prevention. Additionally, the Coordinator is a liaison to a variety of community and public agencies.

**Qualifications:** MSW/LCSW required, LCSWR preferred with a minimum of 3 years case management experience and 1 year of supervisory experience. Some evening and weekend hours required. Bilingual preferred.

### **Psychologist (Per Diem)**

Provides intensive community based clinical services as part of a multi-discipline team that includes: delivery of psychological services to youth and families, psychological testing, clinical supervision and case consultations to staff. Position requires flexible and creative individual with experience working with high needs children & families.

**Qualifications:** Ph.D. Licensed Psychologist. Minimum of 1 year experience working with adolescents and families.

### **Senior Detention Counselor – Albany Secure Detention**

Assists the Supervising Detention Counselor (Shift Supervisor) in coordinating all activities on the shift. Assists in the orientation, training and direct supervision of Detention Counselors, and monitors program to assure that it is in accordance with facility and agency guidelines. Functions as Shift Supervisor in their absence. Assists with admissions and releases of residents and provides leadership to promote a safe and risk reduced environment essential for effective child care practice.

**Qualifications:** Associates Degree and (3) three years experience in an institutional setting working with juveniles or (4) years of institutional experience required. Prior supervisory experience preferred. Shifts cover facility 24 x 7. Candidate must be available to work at least one weekend day and some holidays. Must clear the NYS Child Abuse Registry, pass a medical exam, possess a valid NYS driver's license. Must be able to work with a culturally and economically diverse population.

### **Supervising Group Home Worker – (1-Washington), (1-Columbia)**

The Supervising Group Home Worker is a member of a treatment team that provides a therapeutic environment for youth placed in a Berkshire Farm Group Home. Under the leadership and guidance of the Group Home House Manager the team develops, implements and evaluates individualized treatment plans for each youth. The Sr. Group Home Worker will assist in the maintenance of a safe, secure setting conducive to the youth's positive growth. The Supervising Group Home Worker must also be

familiar with and deal appropriately with the community networks, institutions and officials who may have an impact upon residents of the programs.

**Qualifications:** HS Diploma/GED required. Bachelor's Degree in Human Services preferred. Minimum of 2 years experience in the Human Services field and supervisory experience preferred. Ability to form therapeutic relationships with children and adolescents. Ability to work with a culturally and economically diverse population.

### **Transporter – (Per Diem) – Warren County NSD**

Transport youth to and from appointments, court, etc.

**Qualifications:** HS Diploma/GED required. One year of driving experience preferred. Valid, clean driver's license required. Able to work with a culturally and economically diverse population. Experience working with at risk youth.

## **CENTRAL REGION**

### **Detention Counselor (Per Diem) – (Middletown Non-Secure Detention)**

The Detention Counselor is responsible for providing the basic needs of the children in the program with a primary emphasis on proper supervision and interaction within all aspects of the program, including but not limited to, the facility, recreational and educational activities, etc.; serves as a role model/teacher for the children; performs job duties and responsibilities in accordance with codes, regulations and rules of the New York State Office of Children and Family Services and this Agency.

**Qualifications:** HS Diploma/GED required. Minimum four years experience working in human services preferred. Desire to learn teamwork principles and skills as well as work with more experienced staff. Valid New York State driver's license.

### **Family Specialist – (1) Herkimer, (1) Middletown**

Provide intensive community based clinical services as a part of the multi-disciplinary team that include strength-based assessment, treatment planning and coordination, individual, group and family treatment, discharge planning and intervention/liaison work with client support systems, including social service programs and community providers. Position requires energetic, flexible and creative individual with strong skills in working with children and families. Some evening and weekend hours required.

**Qualifications:** Bachelors in related field, with minimum of 2 years experience working with adolescents and families required. MSW or Master's degree in a related field preferred. Valid driver's license and auto insurance required.

### **Group Home Worker (Full Time & (WkEnd Overnight Per Diem) – Madison Group Home**

The Group Home Worker is a member of the treatment team that provides a safe and secure therapeutic environment for youth placed in a Berkshire Farm Group Home. Under the leadership of the Supervising Group Home Worker the team develops, implements and monitors individualized treatment plans for each youth. The Group Home Worker will assist in the maintenance of a safe, secure setting conducive to the youth's positive development. The Group Home Worker will embrace the Agency's mission and values, goals and objectives.

**Qualifications:** HS Diploma/GED required. Associates degree in the human services field and 2 years experience working with children preferred. Ability to communicate effectively, both written and

verbal. Demonstrated ability to evaluate, interpret, instruct and guide the behavior of the children and to assess and manage group dynamics so as to ensure that the group home's living environment will not hinder treatment. Capable of working in a busy environment. Ability to keep accurate and detailed records on house/client incidents. Shows continued growth and development in awareness, insight and discernment and demonstrates increased ability in individual and group counseling, the interpretation and management of group dynamics and instructing children in life skills. Has a valid driver's license and clean driving record. Able to work with a culturally and economically diverse population.

### **Peer Counselor – Per Diem (Tompkins County)**

The Peer Counselor supports youth that are homeless, have been thrown out of their home, and/or are at risk of being homeless. The Peer Counselor is a member of a multi-disciplinary treatment team. As part of that team they work collaboratively with the youth, Family Specialists and the community towards keep the youth safe. The program utilizes a strength based model to prevent homeless episodes and keep youth safe. The program offers: runaway prevention and education to youth, parents, and the community; street outreach; case management & supportive services and when necessary temporary placement of youth in certified host homes or alternative safe shelter option. The overriding goal is to work towards reconciliation and/or or reunification of the youth and their family and to help families whenever possible resolve their own problems, empowering them to take responsibility for their behavior.

**Qualifications:** Attending school in good status. Experience helping others and experience functioning as part of a team preferred or completed high school with Diploma or GED.

### **Supervising Group Home Worker – Madison Group Home**

The Supervising Group Home Worker is a member of a treatment team that provides a therapeutic environment for youth placed in a Berkshire Farm Group Home. Under the leadership and guidance of the Group Home House Manager, the team develops, implements and evaluates individualized treatment plans for each youth. The Supervising Group Home Worker will assist in the maintenance of a safe, secure setting conducive to the youth's positive growth. The Supervising Group Home Worker must also be familiar with and deal appropriately with the community networks, institutions and officials who may have an impact upon residents of the programs.

**Qualifications:** HS Diploma/GED required. Bachelor's Degree in Human Services preferred. Minimum of 5 years experience in the Human Services field preferred. Supervisory experience preferred. Ability to form therapeutic relationships with children and adolescents. Knowledge of Therapeutic Crisis Intervention preferred. Ability to work with a culturally and economically diverse population.

### **Transporter (Per Diem) – (Middletown Non-Secure Detention)**

Drive any of a variety of motor vehicles, both on and off agency property.

**Qualifications:** HS Diploma/GED required. One year of driving experience preferred. Valid driver's license appropriate for the type of vehicle to be operated. First Aid & CPR Certified. Knowledge of the vehicle and traffic law as it applies to the safe operation of the various vehicles. Knowledge of the nature of cargo carried and any special handling required. Operation of various motor vehicles. Ability to lift and carry crates, cartons, boxes, and other cargo onto and off of transport vehicles. Able to work with a culturally and economically diverse population. Experience working with at risk youth.

## WESTERN REGION:

### **Group Home Worker (Per Diem) – Rochester**

The Group Home Worker is a member of the treatment team that provides a safe and secure therapeutic environment for youth placed in a Berkshire Farm Group Home. Under the leadership of the Supervising Group Home Worker the team develops, implements and monitors individualized treatment plans for each youth. The Group Home Worker will assist in the maintenance of a safe, secure setting conducive to the youth's positive development. The Group Home Worker will embrace the Agency's mission and values, goals and objectives.

**Qualifications:** HS Diploma/GED required. Associates degree in the human services field and 2 years experience working with children preferred. Ability to communicate effectively, both written and verbal. Demonstrated ability to evaluate, interpret, instruct and guide the behavior of the children and to assess and manage group dynamics so as to ensure that the group home's living environment will not hinder treatment. Capable of working in a busy environment. Ability to keep accurate and detailed records on house/client incidents. Shows continued growth and development in awareness, insight and discernment and demonstrates increased ability in individual and group counseling, the interpretation and management of group dynamics and instructing children in life skills. Has a valid driver's license and clean driving record. Able to work with a culturally and economically diverse population.

## SOUTHERN REGION:

### **Clinician – (Long Island)**

The Clinician will provide intensive community based clinical services as part of a multi-disciplinary team that will include strength-based assessment, treatment planning and coordination, individual, group and family treatment, discharge planning and intervention/liaison work with client support systems, including social service programs and community providers.

**Qualifications:** LMSW required. Spanish speaking/Bi-Lingual preferred. At least two years experience working with families and children. Requires energetic, flexible and creative individual with strong skills working with children, adolescents and families, of diverse racial, ethnic and socio-economic background. Excellent oral and written communication skills required. Valid driver's license required. Occasional evening and weekend hours required.

### **Family Specialist – (1) Long Island Foster Care (Nassau/Suffolk), (4) Nassau County Prevention**

Provide intensive community based clinical services as a part of the multi-disciplinary team that include strength-based assessment, treatment planning and coordination, individual, group and family treatment, discharge planning and intervention/liaison work with client support systems, including social service programs and community providers. Position requires energetic, flexible and creative individual with strong skills in working with children and families. Some evening and weekend hours required.

**Qualifications:** MSW or Master's degree in a related field preferred. Bachelors in related field, with minimum 2 years experience working with adolescents and families required. Valid driver's license and auto insurance required.

### **Intensive In-Home Service Worker (Per Diem) – Bronx**

The Intensive In-Home (IIH) provides services that help to facilitate the child's emotional and social development and learning. The IIH worker receives direction from the Individual Care Coordinator who assures the initial and on-going flow of clinical information between the ICC, the treatment provider and the IIH worker. The IIH worker supports the child and family in implementing both their Treatment Plan (from the clinical provider) and the Waiver Service Plan (established by the Waiver program) by engaging the child and family in ways that support the everyday application of treatment methods as described in the child's Treatment Plan and Waiver Service Plan.

**Qualifications:** Master's degree in one of the following fields: audiology, child and family studies, communication disorders, community mental health, counseling, education, nursing, occupational therapy, physical therapy, psychology, recreation, recreation therapy, rehabilitation, social work, sociology, or speech and language pathology, human services, human development, criminal justice or other related degrees, or a NYS Teacher's Certificate, **and** two years experience providing direct services for children with one or more of the following primary diagnoses: mental illness, mental retardation, alcoholism, chemical dependency or substance abuse, **or** Bachelor's degree in one of the above fields, or a NYS Teacher's Certificate, and four years experience providing direct services, or providing linkage to services, for children with one or more of the following primary diagnoses: mental illness, mental retardation, alcoholism, chemical dependency or substance abuse. Ability to work with a culturally and economically diverse population.

### **Program Coordinator –Long Island (Prevention)**

The Program Coordinator is responsible for all aspects of Prevention Services (planning, supervision, administration, independent monitoring and program development). As a leader of a treatment-oriented team, the Program Coordinator represents Berkshire in the recruiting and acceptance of referrals for prevention and is a liaison to a variety of community and public agencies.

**Qualifications:** MSW or Master's degree in related field required. LSCW/LMHC preferred. Minimum one year supervisory experience required. Valid driver's license required. Excellent written and oral communication skills, organization and time management skills required.

### **Respite Care Service Worker (Per Diem) – Bronx**

Respite Workers temporarily care for the Waiver child, on an emergency or planned basis, providing relief from care-giving responsibilities for the family. This eases the on-going stress often experienced by families of children with serious emotional disturbances. Respite Workers supervise the child and engage the child in recreational activities that support his/her constructive interests and abilities. Respite may occur in the child's home, or in the community with one child or a group.

**Qualifications:** HS Diploma/GED required. Two years experience working with children with special needs. Ability to work with a culturally and economically diverse population.

### **Skill Building Service Worker (Per Diem) – Bronx**

Skill Builders focus on the developmental stage of the child and work with the child towards achieving age appropriate developmental tasks. In collaboration with the Individual Care Coordinator, they design and provide activities that assist children in developing skills for performing age appropriate tasks needed to live successfully in their homes and communities.

**Qualifications:** HS Diploma/GED required. Two years experience working with children with special needs. Ability to work with a culturally and economically diverse population.