

**JOB POSTING**  
**ST. CHRISTOPHER'S INN**  
**May 24, 2018**

**POSITION:** Administrative Director, Counseling & Shelter Services

**DAYS:** Monday – Friday

**HOURS:** 8:00 a.m. to 4:30 p.m.

**POSITION SUMMARY:**

Responsible for actively collaborating with other leadership members in the development and implementation of a high quality interdisciplinary treatment and recovery program that meets and/or exceeds all regulatory and accreditation requirements.

This position has overall responsibility for the clinical program management of the counseling department which include: business planning and development; oversight and monitoring of continuous quality improvement; education and skills building initiatives; shelter services to include grant management; leadership and staff development; budgeting and fiscal management; resource management; environment of care; community outreach and planning; monitoring compliance with treatment and discharge planning principles and practices; oversight of compliance with SCI policies and procedures; identifying operational problems and formulating appropriate solutions; and assisting with the development, direction and coordination of interdisciplinary treatment delivery by other related disciplines (e.g., medical, nursing, etc.).

**QUALIFICATIONS:**

- Master's Degree in Social Work or related field **required** (LCSW preferred)
- Credentialed Alcohol and Substance Abuse Counselor (CASAC) and Qualified Health Professional (QHP) **required**
- Minimum seven (7) years progressive management experience
- Minimum Five (5) years supervisory experience in an OASAS licensed Chemical Dependency Treatment Program.
- Demonstrated leadership ability and excellent organizational skills
- Strong command of substance use/mental health disorders within a behavioral health setting.
- Knowledge in the areas of economics and legislation affecting clinical practice
- Evidence of ongoing professional development
- Current professional NYS licensure
- Experience with MICA population preferred

**Salary will be commensurate with experience.**

***Interested candidates should pick up an application for posted position  
From the Human Resources Department; or you can get one by e-mailing  
[HR@atonementfriars.org](mailto:HR@atonementfriars.org). The application should be completed and  
Returned to H.R. via e-mail or faxed to 845- 424-2165.***