



Date: 2/14/2023

Title: Admissions Counselor  
Full-time, 35/hrs week

Program: PROS (Personalized Recovery-Oriented Services)

Responsibilities: Coordinate PROS Admission services and oversee scheduling, eligibility, interviews and assessment of future clients; maintain a caseload; develop and document a person-centered and recovery-oriented recovery planning with each client; provide individual and group recovery strategies and services; document direct and collateral services and interventions in a timely manner; facilitate and lead recovery-oriented groups on an as needed basis; serve as community liaison to community providers, residential services and local hospitals; provide outreach services to inform the community of our PROS services; attend and complete trainings as directed; and additional duties as assigned.

Requirements: Bachelor's or Master's degree in mental health field, designated by the Office of Mental Health. Experience working with a diverse population. Bilingual-Spanish or Creole a plus. Valid driver's license. COVID 19 vaccination preferred.

If interested, please send resume by 2/28/23 to:

Mental Health Association of Rockland County, Inc.  
Attention: Human Resources  
140 Route 303  
Valley Cottage, NY 10989  
Fax #: 845-268-3461  
E-Mail: [careers@mharockland.org](mailto:careers@mharockland.org)  
Website: [mharockland.org](http://mharockland.org)

EOE

*Successful candidates will be notified.*