Job Postings

May 22, 2019

If you are interested in applying for a position, please submit your request in writing, along with an updated resume by Fax 212-566-7773 or by email to resumes@LESC.org.
EEO Minorities/Women/Disabled/Vets

For a complete listing online, visit www.LESC.org

Position	Program & Location	Hours	Basic Function	Qualifications – Educational & Professional Experience
Fiscal Analyst	80 Maiden Lane New York, NY 10002	Full Time, 35 hours per week	Manage designated grants and contracts with OASAS, HUD, NYCDOHMH, SAMHSA from contract preparation, budgets, budget modifications, retroactive adjustments, billings, collections, drawdowns. Generate monthly financial statements, Board financial reports, gather program and fiscal statistical data and prepare balance sheet and revenue/expense analyses. Assist in all external audits, prepare CFRs, cost reports.	Bachelor's Degree in Accounting required along with 6-8 years of experience in a similar function. Intermediate skills in excel, word, full adobe acrobat, converting PDFs to Excel, PowerPoint. FundEZ and Medicaid billing experience are a plus.
Outreach Navigator	MAT-PDOA SAMHSA 46 East Broadway New York, NY 10002	Full Time, 35 hours per week Part Time, 17.5 hours per week *Must be available for afternoon/ evening shift	To support the Medically Assisted Treatment (MAT-PDOA) direct service staff. They will locate potential referral sources; prepare, meet, and present MAT-PDOA goals and objectives to outside providers; administer the DAST and the ED-BNI to potential clients. They will also organize available follow-up/contact information and schedule three and six-month follow-up and discharge interviews, dependent on both clients' availability and the Outreach Worker's appointment schedule. They will administer the GPRA at the three appropriate junctures. They will work primarily in the field.	Previous Outreach/Navigation experience. At least two years' experience delivering services to those who are chemically dependent; particularly OUD. Masters level degree in Social Work, Psychology, or an equivalent field required
Security Guard *New grant-funded position/ new program	MAT-PDOA SAMHSA 46 East Broadway New York, NY 10002	Part Time, 17.5 hours per week *Must be available for afternoon/ evening shift	The Security Guard will be responsible for the direct delivery of security services including monitoring operations within the facility and the surrounding environment.	New York State security license. Experience working with substance use disorder population.

Position	Program & Location	Hours	Basic Function	Qualifications – Educational & Professional Experience
Director	Dual Recovery Services 46 East Broadway New York, NY 10002	Full Time	Plans, conducts and coordinates all functions and activities of the Dual Recovery Services program and grant based programs associated with the DRS.	LCSW and SIFI required, with a minimum of 3 years administrative/supervisory experience. Excellent clinical and supervisory skill for chemical dependency and co-occurring disorders. Excellent administrative skills; able to maintain programmatic compliance and meet performance targets. Excellent understanding of OASAS outpatient regulations. Excellent written and oral communication skills and computer proficiency. Ability to stimulate, motivate, educate, and guide a professional team.
Porter	46 East Broadway New York, NY 10002	Tuesday-Friday 8am-4pm, Saturday 6AM-2PM *Must be able to work additional hours or adjust hours as needed.	Maintains and cleans all common areas of the building, both inside and outside.	High School Diploma, GED and/or a satisfactory equivalent combination of education and/or training and experience. Good interpersonal skills and hands-on knowledge of maintenance trades.
Facility Mechanic	7 Gouverneur Slip, New York, NY 10002	Monday-Friday 8AM-4PM *Must be able to work additional hours or adjust hours as needed.	Maintains LESC buildings in repair including plumbing, electricity, and maintenance of all facilities. Identifies and repairs maintenance problems such as (HVAC, electrical, plumbing, and mechanical). Provides on call 24- hour coverage.	NYS Driver's License. High School graduate, GED and/or Trade School Diploma and 5 years' experience in building maintenance (HVAC, plumbing, painting and electrical). Must provide own hand tools.
Counselor	SSMR 7 Gouverneur Slip, New York, NY 10002	Tuesday-Saturday 2PM-10PM	Provides treatment and counseling services to promote rehabilitation and consumer centered interventions. Demonstrates professional competency by successfully engaging and treating clients to meet treatment goals.	High School Diploma/GED, CASAC-T or CASAC plus 3 years directly related experience.
Childcare Worker	PWIP 7 Gouverneur Slip, New York, NY 10002	Full Time, Monday-Friday 8AM-4PM Part Time, Saturday-Sunday 4PM-12AM	Provides for the physical and emotional needs of the infants in the Pregnant Women and Infants Program. Recognizes the central importance of the overall well-being of the infants. Able to anticipate and prevent problems relating to the care of infants. Patient, understanding, and articulate. Able to maintain composure when dealing with cranky, crying infants.	Certificate in Childcare, High School Diploma/GED and CPR Certification.
Front Desk Coordinator	7 Gouverneur Slip, New York, NY 10002	Full Time, Monday-Friday	Coordinates and actively manages the movement of clients into and out of the program site. In coordination with program staff, Front Desk Coordinator controls any packages and other items being brought into the program site. Coordinates, trains, and oversees clients who work the reception desk during periods when not stationed.	High School Diploma/GED. Computer competency, proficient with Microsoft Office. Excellent organizational, communicational, and interpersonal skills.

Position	Program & Location	Hours	Basic Function	Qualifications – Educational & Professional Experience
Case Manager	LESC House 630 East 6th Street New York, NY 10009	Full Time, Monday-Friday	Responsible for managing a caseload of 20 tenants living with HIV/AIDS in a Congregate Care Supportive Housing Program.	Bachelor Degree plus 2 years' experience working with the target population or a similar treatment modality or CASAC credential.
Resident Monitor	LESC House 630 East 6th Street New York, NY 10009	Saturday-Sunday 4pm-12am	Provides a supportive setting for LESC House residents, staff and visitors. Ensures outreach, crisis management and life skills are being provided. Fireguard certification required or must be attained within first six (6) months of employment.	High School Diploma, GED and/or a satisfactory equivalent combination of education and/or training and experience. Experience in permanent or transitional housing, or community facility, or related social services areas.
Porter	LESC House 630 East 6th Street New York, NY 10009	Sunday-Thursday 8AM-4PM	Maintains and cleans all common areas of the building, both inside and outside. *Must be able to work additional hours or adjust hours as needed.	High School Diploma, GED and/or a satisfactory equivalent combination of education and/or training and experience. Good interpersonal skills and hands-on knowledge of maintenance trades.
Program Director	Diversity Works 1932 Crotona Parkway Bronx, NY 10462	Full Time	Oversees the day-to-day operation of Diversity Works and assures the program operates efficiently and in compliance with the policies and procedures of agency and government contracts. Provides leadership and supervision to all program staff. Assures maximum occupancy of building and program quality assurance Liaises with project's co-sponsors, managing agents, community agencies. Supervision of tenant initiatives and overall development of tenant community	LMSW required with minimum of 5 years in human services and administration. Supervisory experience, experience working within a family supportive housing program preferred, experience interfacing with both operations and clinical services, and working with homeless families.
Resident Monitor	Diversity Works 1932 Crotona Parkway Bronx, NY 10462	Part Time Saturday-Sunday 4PM-12AM Per Diem	Provides a supportive setting for Diversity Works residents, staff and visitors and ensures outreach, crisis management and life skills functions are being provided. Fireguard certification required or must be attained within first six (6) months of employment.	High School Diploma, GED and/or a satisfactory equivalent combination of education and/or training and experience. Experience in permanent or transitional housing, or community facility, or related social services areas.
Social Worker	Franklin Residence 1341 Franklin Ave. Bronx, NY 10456	Full Time, Monday-Friday	Develops services using the Harm Reduction model of care which emphasizes tenant's choice in the delivery of services in which sobriety as well as tenant's engagement in services is supported in providing overall trauma sensitive case management services, including assessing and treatment planning linkages and referrals to services.	Master's degree in Social Work. Must have experience in therapeutic intervention, an understanding in utilizing community resources and working with individuals that have been homeless and identified as having a history of substance abuse.

Position	Program & Location	Hours	Basic Function	Qualifications – Educational & Professional Experience
Facility Mechanic/Porter	Franklin Residence 1341 Franklin Ave. Bronx, NY 10456	Sunday-Thursday 8am-4pm	Maintains building in repair including plumbing, electricity, and maintenance of all facility. *Must be able to work additional hours or adjust hours as needed.	High School graduate, GED and/or Trade School Diploma and 5 years' experience in building maintenance (HVAC, plumbing, painting and electrical). Must provide own hand tools.
Resident Monitor	Franklin Residence 1341 Franklin Ave. Bronx, NY 10456	Per Diem (Eve/Night/Wknd)	Provides a supportive setting for Franklin residents, staff and visitors and ensures outreach, crisis management and life skills functions are being provided. Fireguard certification required or must be attained within first six (6) months of employment.	High School Diploma, GED and/or a satisfactory equivalent combination of education and/or training and experience. Experience in permanent or transitional housing, or community facility, or related social services areas.