

Your Career is Calling...at Ohel!

With over 1,200 employees, so many know someone who found a rewarding career at OHEL. Where else can you impact, transform, and elevate the lives of countless children and adults, every day. And because OHEL services such an incredible diversity of needs, staff find their unique calling at Ohel.

From Weekend Counselors in our residences to One on One Life-Skill Training to children with developmental disabilities, OHEL offers a number of paid part time and full time opportunities with flexible hours. OHEL has managerial, supervisory, clinical, administrative, support or direct care positions available. All full time positions offer a full benefits package, including free family medical insurance, vacation, sick leave and other great benefits. OHEL prides itself in offering our employees opportunities for training to foster professional growth and development within our agency via The Institute for Advanced Professional Training at OHEL.

Working at OHEL is not just a job - it's a calling and a thriving environment like no other!

To become part of our team of professionals and apply for one of our current open positions, please click on the link under the desired position listed below. For all other inquiries, please contact Human Resources: 718-686-3102 or resumes@ohelfamily.org.

Current Opportunities

CHIEF DEVELOPMENT OFFICER

Ohel, an innovative New York based organization providing a broad array of services to the Jewish community and the general population in trauma, mental health, developmental disabilities, elder care, summer camping and more, along with consultations across the US, is seeking a Chief Development Officer.

This highly experienced individual will lead a strong team in fundraising for both Annual and Capital Campaigns. Working with an active Board of Directors and a committed donor base, the successful candidate will bring his or her own creative approach to expanding on major annual and capital gifts. A strong set of systems are currently in place.

Five years' experience at an executive development position successfully fundraising a minimum of \$5 million annually or experience as a highly successful salesperson is necessary.

Demonstrated ability to lead, organizational, public speaking and writing skills, good knowledge of technology and social media, managing large events are all essential to succeed. Compassion and passion are important personality traits. The Chief Development Officer will report to the CEO. Generous compensation and health benefits. This position is located in Brooklyn.

[Apply for this position](#)

DEPUTY CFO

OHEL is seeking a team-oriented, highly-motivated individual with the experience and qualifications to join its leadership team as Deputy CFO. The Deputy CFO will assist in leading the organization's continued growth within our new headquarters in the Jaffa Family Campus. This new role has been designed for a candidate who thrives in a fast-paced environment with a collaborative style and a positive attitude. The Deputy CFO will be a leader within the company reporting to the Chief Financial Officer.

Responsibilities will include:

- Oversee and enhance accounting systems, tools and controls to ensure the integrity of all financial reporting while safeguarding the financial assets of the organization.
- Enhance financial analysis, systems and tools to assess the performance of overall operations.
- Responsible for multiple source revenue cycle management including government contracting and rate setting, medical billing, and working with managed care companies.
- Ensure timely and accurate compliance with legal, local, state and federal reporting requirements.
- Coordinate with our independent auditors and staff to ensure timely year-end audit.
- Ensure established financial controls and procedures are improved to keep pace with the changing business environment.
- Ensure seamless working environment with Management and Leadership throughout the organization.

Individual should have:

- Strong background in financial management with multiple revenue sources.
- Experience with managed care reimbursement.
- Knowledge and experience in revenue cycle management including government contracting and rate setting, and medical billing.
- Familiarity with payroll and regulatory tax filings
- Experience with federal, state and local regulatory filings
- Demonstrated leadership in supervision of staff.
- Familiarity with various software in budgeting, billing, and analytics.
- Hands on advanced knowledge of Microsoft Excel and Word
- Experience with regulatory filings and government contracting
- 5 years in financial leadership role
- Roll up the sleeves attitude
- A bachelor's or advanced degree in accounting or finance.
- CPA designation

[Apply for this position](#)

GRANTS/CONTRACT MANAGER

Ohel is seeking a resourceful detail-oriented person to be a Grants/Contract Manager. Responsibilities include researching grant opportunities from various outlets including Foundations, government agencies and contracts. This individual will work together with program directors across the organization on all elements of program and grant development and execution by finding opportunities, writing grant applications and matching these opportunities to agency need. Individual would manage project allocations and timelines as well as maintain and analyze data. Individual will work closely with our fiscal office on contracts, reports and payments and Chief Administrative Officer on these contracts and government relations. Required Skills:

- Excellent project management skills
- Superior writing, analytical, communication, and interpersonal skills
- Fluency in Microsoft Office
- Experience with or ability to learn grant management systems and collaboration software, familiarity with Salesforce a plus

This full-time position is based in Brooklyn and has a competitive salary and benefits.

[Apply for this position](#)

SENIOR ACCOUNTANT

Seeking Senior Accountant in our Far Rockaway office with strong analytical skills who is organized and detail oriented. Must be able to multi-task and meet deadlines. Responsibilities include detailed account analysis, account reconciliations and preparation of contract and grant invoices and reports. Strong computer skills including advanced Excel are a must. Salary will be commensurate with experience.

[Apply for this position](#)

CARE COORDINATOR SUPERVISOR

Professional needed to supervise care coordinators working with individuals with psychiatric disabilities and/ or chronic medical conditions. Responsibilities include family and individual interaction and follow up on all DOH regulations for Health Homes. Additionally, overseeing the overall development of individualized plans of integrated care, working collaboratively with medical, behavioral and social service providers to yield positive desired and measurable outcomes. Masters in Human Services or related field required plus two years of experience working with people with psychiatric disabilities, excellent organizational skills, knowledge of community resources and benefits programs, detail oriented, computer proficient and supervisory experience required. This full time position is located in Brooklyn.

[Apply for this position](#)

COORDINATOR OF ALUMNI ENGAGEMENT

Ohel is seeking a dynamic well-spoken Development professional who will engage Ohel and Camp Kaylie alumni who number by the many thousands, as well as be part of a development team responsible for fundraising events and requests. Ohel, established in 1969 and Camp Kaylie @Ohel in 2010 has spawned an exciting and diverse alumni that have moved on to many successful careers and communities. Ohel seeks to reach these alumni to continue and/or to reengage them with our mission, values, community of purpose and to contribute to their alma mater.

The successful candidate possesses high energy, is creative, fluent in all facets of social media, well spoken, and demonstrates an ability to engage people living and working in different communities. This individual will be responsible for raising funds via events, social media, and personal one on one. We are looking for a dynamic personality and a go-getter irrespective of an educational background. Experience should include marketing, or fundraising or sales and demonstrated use of social media platforms.

This is a part-time position 20 hours weekly with a partial remote option, light travel as needed and has a competitive salary and benefits.

[Apply for this position](#)

COMMUNITY HABILITATION SUPERVISOR

Seeking a well-organized and professional individual for our Community Habilitation Program to hire, supervise and train direct care staff working independently in and out of the homes of children and/or adults with developmental disabilities. Experience working with individuals who have disabilities required. Candidate should be a strong communicator, have excellent writing and computer skills and possess leadership abilities. Management experience and BA preferred. This position is full-time and is located in Brooklyn with required travel to other boroughs. Valid driver's license and own car a plus. Excellent opportunity for professional growth.

[Apply for this position](#)

RESPIRE SENIOR MANAGER (F/T)

Ohel is seeking a well organized, professional and creative individual for our various Respite Programs to assist in the development and oversight of programs serving the families of children, teens and adults with developmental disabilities. This supervisor will be responsible for staff hiring, training and supervision of supervisory staff as well as direct support professionals who work independently in and out of the homes of children and/ or adults with developmental disabilities, as well as community outreach. Job responsibilities include maintaining current programming as well as creatively expanding programs and client base. Strong interpersonal and communication skills, experience working with individuals who have disabilities required, management experience preferred. Excellent opportunity for professional growth! BA required (Masters preferred).

[Apply for this position](#)

RESPITE SUPERVISOR (P/T)

Part time position available to oversee our In Home Respite Program. Responsibilities include but are not limited to: hiring, supervising and training direct support professionals who are working independently in and out of the homes of children or adults with developmental disabilities. Experience working with individuals who have disabilities and good organizational skills required, Management experience and BA preferred. NY or NJ Driver's license a plus. This Part Time position is based in Brooklyn.

[Apply for this position](#)

PREVENTIVE PROGRAM CASE AIDE

Full time position available in a fast-paced and stimulating Ohel program that provides family support and oversees child welfare in a professional and team- based atmosphere. The applicant must be well-organized, self-motivated and able to follow through on multi-tasked responsibilities, and general administrative requirement. Applicant will be trained in the program's evidence based model to provide support to the program's social workers and families. Excellent computer skills (including Excel, MS Word, Outlook) and telephone skills a must. Position is located in Brooklyn. Salary commensurate with experience.

[Apply for this position](#)

CCBHC PROJECT DIRECTOR

The CCBHC Project Director will oversee the implementation of the CCBHC (Certified Community Behavioral Health Center) project at Ohel and in close collaboration with partnering agencies. CCBHC is an initiative to integrate physical and behavioral health, provide a range of person-centered clinical services, and utilize data driven measurements to ensure client well-being and outcomes. Director ensures the completion of the project deliverables and goals. The Project Director is responsible for convening teams and work groups as appropriate, developing policies and procedures and clinical processes. The Project Director will also monitor services to ensure quality and fidelity to the CCBHC model.

The Project Director leads and oversees all aspects of the CCBHC start-up and program development including daily operations, project deliverables, required reports, administering and monitoring the project budget. The Project Director develops policies, procedures, workflows and clinical processes that align with the project vision of an integrated collaborative care health system. Provides oversight of key personnel; recruits new positions for the CCBHC model. Monitors services to ensure quality and fidelity to the model.

Master's Degree or equivalent in a mental health discipline. At least 5 years of administrative and supervisory experience required. Experience with SAMHSA grants a plus. This full-time position is based in Brooklyn and has a competitive salary and benefits.

[Apply for this position](#)

PSYCHIATRIC NURSE PRACTITIONER (P/T)

Exciting position available for Licensed, Psychiatric Nurse Practitioner for our OMH licensed mental health clinic in Brooklyn. The candidate must have experience working with children and adults in an out-patient mental health setting. The candidate will prescribe and administer medications, including medication assisted treatment for substance use disorders. The candidate will have exceptional clinical skills in diagnosis and strong expertise in the coordination, monitoring and adjustment of medication management. Responsibilities include providing diagnostic psychiatric assessments; formulate psychiatric treatment plans; provide follow-up care; and prepare and maintain medical records. Respond to psychiatric crisis situations, as needed. Complete progress notes and assessments in the electronic health record within a timely manner. Provide services in a strengths-based, recovery-oriented, trauma-informed, and culturally sensitive manner.

Must be familiar with EHR documentation processes. Willingness to work using a person-centered approach as part of a clinical team with clinic therapists. Experience working with post-partum women a plus. Flexible hybrid schedule with some evening and/or Sunday hours required.

[Apply for this position](#)

LICENSED MENTAL HEALTH CLINICIAN –EARLY CHILDHOOD PROGRAM

Excellent position available for professional and skilled Mental Health Clinician to work with children under the age of 6 and their caregivers in OHEL's Early Childhood Treatment Center. Our Mental Health Clinicians will be working with children to deliver evidence based individual, group and dyadic family-centered treatment and engage parents/caregiver in treatment. Excellent training provided in cutting edge treatment models as well as weekly reflective supervision. Additional responsibilities include administering mental health assessments while using the results for further goals and plans, guiding and modeling developmentally appropriate activities for children and effective ways to work with and support them. Further responsibilities include providing written and oral observations and strength based feedback. Appropriate candidates should possess strong clinical, assessment and writing skills and have experience with clinical documentation including the use of electronic health records. LMSW, LCSW or LMHC required with a minimum of 3 years of clinical experience working with children under 6 and their caregivers. Experience in Domestic Violence and Bilingual a plus. Must be able to work Sunday and some evenings as needed. This part time position is based in Brooklyn.

[Apply for this position](#)

CHILDREN'S MOBILE MENTAL HEALTH PROFESSIONAL

New and exciting opportunity for dynamic experienced mental health professionals to provide children's mental health treatment services on a Fee For Service basis in home and community based settings in Brooklyn and Far Rockaway. A new suite of mobile mental health children's services, called Children and Family Treatment and Support Services, allows for more flexibility and creativity in providing treatment and ancillary support to children ages 0-21 and their caregivers. Clinicians will be responsible to provide assessment and mental health treatment to children, utilizing many innovative and cutting-edge models of practice including TF-CBT, CPP, Triple P and Coping Cat. Parent-child dyadic work and active parental involvement in child treatment is strongly encouraged. Responsible for documentation, maintaining EHR, and measuring outcomes utilizing recommended assessment tools. Applicant must possess excellent clinical and writing skills, and have the ability to work

independently in home and community settings. Licensure is required for this position, among them LMSW, LMHC, LCSW or Licensed Psychologist. Excellent salary, training and supervision is provided in a fast paced, growth-oriented environment.

[Apply for this position](#)

COMMUNITY PSYCHIATRIC SUPPORT AND TREATMENT PROVIDER (P/T)

OHEL is seeking dedicated professionals to join its Children and Family Treatment and Support Services team to provide mental health services to children in home and community-based settings in Far Rockaway, Queens, Long Island, Manhattan, Brooklyn, and Staten Island. A Community Psychiatric Support and Treatment Provider (CPST) works with children and families to offer psychoeducation, supportive counseling, as well as developing skills and coping strategies that enable children to gain mastery over challenges related to emotional and behavioral health needs. Responsibilities include providing clinical and supportive services to families in the community, assessing family strengths and needs, crisis avoidance, developing individualized service plans, collaborating with other service providers and community partners, and maintaining accurate documentation. This is a part time position, offering flexible after-school hours and supervised clinical experience towards obtaining licensure in social work, mental health counseling, and creative arts therapy.

Qualification:

- A Master's degree in social work, psychology, or in related human services, plus one year of applicable experience
- A Bachelor's degree in social work, psychology, or in related human services and two years applicable experience, in children's mental health, addiction, and/or foster care/child welfare/juvenile justice
- Certification in an Evidenced Based Practice is a plus

[Apply for this position](#)

MARKETING ASSOCIATE

Reporting to the Director of Marketing and Communications, the Marketing Associate is an essential part of the small marketing team dedicated to increasing awareness of the services provided by Ohel and our impact on the community, in both the New York metro area and nationally.

Working collaboratively with the Director, you will have a hand in all marketing channels. Organization and attention to detail are especially important in this role. We're looking for someone who loves the details. A sense of curiosity will make you a great fit for this role, as will the ability to meet deadlines, organize work, and collaborate with others.

Our new team member:

- is energetic and enthusiastic.
- possesses a strong work ethic and professional attitude.
- can work effectively both independently and collaboratively.
- is organized and can manage multiple project calendars and timelines.
- takes the initiative to follow up on projects.
- is excited about great marketing.

Responsibilities:

- Schedule and create emails to promote events, fundraising initiatives, Ohel initiatives and programs, and other marketing priorities.
- Work with outside vendors to produce marketing collateral including print and digital ads for Ohel events and programs.
- Manage advertising calendar, produce and submit ads to various media outlets.
- Maintain relationships with outside vendors.
- Help run paid social media campaigns in support of organizational goals, including creating social media posts. Experience with Canva helpful.
- Help ensure adherence to the Ohel brand, style, and voice in all marketing materials.
- Share communications and marketing content with internal stakeholders to maximize visibility.
- Help manage social, email, and website calendars, and incoming digital requests from colleagues across the organization. Initiate and maintain ongoing contact with internal partners in order to ensure needs are understood and satisfied.

Requirements:

- Two years experience in marketing or related field.
- Bachelor's degree in Marketing, Communications, or relevant field.
- Extremely strong organizational skills; must be able to multi-task.
- Strong ability to follow up.
- Strong written communication skills.
- Able to work effectively within a team and independently.
- Experience with Constant Contact or other email service providers preferred.
- Excellent interpersonal skills and ability to work effectively and flexibly with internal partners.
- Proficiency in Microsoft Office Suite.

[Apply for this position](#)

CLINIC PSYCHOTHERAPIST- FFS

Ohel Children's Home and Family Services is seeking a responsible team player with excellent clinical skills working with children, adults and families as a Clinic Psychotherapist. Candidate must possess strong organizational and documentation skills, experience with EHR, and ability to maintain an active caseload. Candidate will be part of a growth oriented, trauma-informed team providing quality behavioral health treatment utilizing cutting edge, innovative practice models. Excellent, competency based training and supervision is provided in a supportive, growth-oriented environment. Experience with evidence based practice models a plus. At this time, due to COVID-19 the work will be primarily done through a hybrid model of telemental health and face to face office hour. This part time position is available for high energy, growth oriented therapist (LMSW, LCSW, LMHC, LMFT, LCAT) to work at our Brooklyn or Far Rockaway location. Two evenings or one evening and a Sunday per week required.

[Apply for this position](#)

PSYCHIATRIST/PSYCHIATRIC NURSE PRACTITIONER (P/T)

Exciting position available for Licensed, Board Certified/Eligible Psychiatrist or Psychiatric Nurse Practitioner for our OMH licensed mental health clinics in Brooklyn and Far Rockaway. The candidate must have experience working with children and adults in an out-patient setting mental health setting with exceptional clinical skills in diagnosis and strong expertise in the coordination, monitoring and adjustment of treatments that include the use of medications. Responsibilities include: provide diagnostic psychiatric assessments; formulate psychiatric treatment plans; provide follow-up care; and prepare and maintain medical records. Must be computer literate and familiar with EHR documentation processes. Willingness to work using a person-centered approach as part of a clinical team with center's therapists. Prior experience working with substance use disorders and post-partum women a plus. Flexible schedule with some evening and/or Sunday hours required. SALARY: Negotiable/ Competitive.

[Apply for this position](#)

REGISTERED NURSE/LICENSED PRACTICAL NURSE (P/T)

An exciting and fulfilling part time position available for a caring and compassionate Registered Nurse or Licensed Practical Nurse as part of Ohel's dynamic Foster Care Program in Brooklyn, to oversee and support the physical and mental health care needs of foster children living with our certified foster families. Duties include conducting intake assessments, routine screening for developmental health, mental health and abuse, monitoring emotional/psychiatric needs of children and adolescents, establishing treatment goals in collaboration with the foster care staff and a multi-disciplinary team, follow up with MDs after medical appointments, urgent/emergency care or hospitalization, educating foster parents and birth parents on health care issues. May occasionally include home visits, training and health education for adolescents including reproductive health, dispensing flu shots, general first aid as needed and maintaining medical supplies and equipment. The candidate must have experience working with children and adolescents. A flexible schedule is available over 2-3 days a week with occasional evening hours as needed. This Part Time position is based in Brooklyn.

[Apply for this position](#)

REGISTERED NURSE

Looking for a caring and compassionate Registered Nurse to fill full time or part time position working with adults who have developmental and/or physical disabilities within residential settings. Integral part of a team who oversees the physical and emotional needs of the individuals. Responsible for appointments, medications, required documentation and paperwork. Providing staff trainings and implementing policies within the home and ongoing communication with doctors and families. Strong health assessment skills needed. Current NYS RN license and a preferred 2 years of post-graduate hospital experience. Experience with developmental disabilities a plus. Excellent salary and benefits with a flexible schedule. Openings available in Brooklyn.

[Apply for this position](#)

MOBILE OUTREACH TEAM SUPERVISOR

Unique opportunity for dynamic professional to join OHEL as a Mobile Outreach Team Supervisor. OHEL's MOT Team offers confidential in-home assessment, short term case management and crisis intervention for children, adolescents, adults, and their families experiencing mental health crises. Responsibilities include clinical and administrative supervision of clinical staff as well as administrative oversight including: EHR documentation, monitoring service deliverables, developing ongoing staff training, reviewing & updating P&P, weekly team meetings, developing and maintaining relationships with internal and external service providers (hospitals, EMS providers, outpatient providers, community liaisons, clergy, and educational institutions, etc). In addition the right candidate will be responsible for providing direct services which include: administering mental health assessments, scheduling visits, linkage to ongoing mental health services, collaborating with families, schools, community members, collateral contacts, and medical & mental health professionals in developing treatment/discharge plans. Potential candidates should have experience working with children, adolescents, and their families as well as experience in crisis intervention practices. Candidate must possess excellent verbal and written communication skills, strong organization skills, experience with an EHR, have the ability to multi task and work well under pressure. Prior supervisory experience and a LCSW, PhD or PsyD is required. Some evening hours required. This full time position is located in Brooklyn with required travel throughout the five boroughs. NY or NJ driver's license required.

[Apply for this position](#)

GERIATRIC SOCIAL WORKER-PROJECT WHEEL

Exciting NEW clinical program for LCSWs in local senior centers. Positions available for high energy professionals to provide mental health service with seniors 60 plus, in Manhattan, Queens and the Bronx. Work scope includes using evidence based, solution focused, behavioral oriented & skill building in which you will be trained and certified to counsel seniors who are challenged by depression, social isolation and anxiety. Treatment modalities will include both individual and group therapies in a supportive and collaborative environment. Strong computer skills a must. Mandatory team meetings, supervision and CEU in-service training is provided. Positions are 35 hours per week. Language skills are specific to community and include Spanish, Chinese and Russian. Positions to start immediately.

[Apply for this position](#)

CARE COORDINATOR FOR HEALTH HOME SERVING CHILDREN

Seeking a Care Coordinator to manage the care of children enrolled in OHEL's Health Home program serving Children. The Care Coordinator will assess the child's physical, mental health and social services needs and will be responsible for developing an integrated plan of care, working collaboratively with medical, behavioral, educational and social service providers. The Care Coordinator will also provide care coordination and health promotion, transitional care and follow up, individual and family support, referrals to community and social support services as well as the use of health information technology to link services. The position requires field visits, including home, school, hospital and office settings. Candidates must have good writing skills, be well spoken, organized, detail oriented and computer proficient. Position requires a Bachelor's degree in the Human Services field (Master's preferred). Experience providing direct services and/or case management services is highly recommended as is familiarity with serious mental illness, chronic medical conditions, complex trauma or foster care. This is a part time, leading to full time position that is located in Brooklyn.

[Apply for this position](#)

RECOVERY SPECIALIST

Full-time position available for high energy team player to work as a Recovery Specialist within OHEL's Kadimah PROS. Responsibilities include maintaining a case load of 22 Adults with Severe Mental Illness and ensuring they successfully integrate into the community through one to one counseling and group sessions. Additionally, the Recovery Specialist will be responsible for providing access to various community resources including mental and physical health professionals, rehabilitation, housing, and entitlements as well as provide crisis intervention when needed, including hospital admission and discharge support. Candidate will be required to maintain ongoing and timely documentation, program assessments, Individualized Treatment Plans and charting in accordance with OMH, Medicaid and HIPPA regulations and attend various team meetings and trainings. Strong computer, organizational and communication skills a must. A minimum of 1 year working with the mental health population and LMSW, LMHC, LCAT, or limited permit required.

[Apply for this position](#)

SOCIAL WORKER – PCU (F/T)

Position available for a high energy, professional to work with families and children in our Preventive Care Program in Brooklyn. Work scope includes using an evidence-based model to provide counseling and services for families coping with challenges such as parenting, family conflicts, school issues, mental illness and domestic violence. Responsibilities include providing clinical and case management services in a supportive and collaborative environment. Supervision, and CEU in-service training provided. MSW or MHC degree required. Strong administrative skills a must. New graduates with relevant internship experience are welcome to apply. Position is 35 hours per week, with availability needed to work 2 evenings a week. Driver's license and own car preferred. Competitive salary plus benefits commensurate with experience and skills. Spanish or Russian speaking a plus.

[Apply for this position](#)

SOCIAL WORKER - DOMESTIC VIOLENCE:

Position available for an energetic, motivated, and sensitive professional to join OHEL's Domestic Violence Program. Candidate will offer trauma-informed services to women and their children who are experiencing intimate partner/domestic violence or abuse. Responsibilities include, but are not limited to: providing clinical and case management services in a supportive and collaborative environment; leading weekly group counseling sessions; providing advocacy and linkage to concrete, governmental, and mental health services; assisting clients in obtaining stable, long-term housing; supporting and assisting clients in the process of transitioning and adjusting to an independent life post-shelter. Supervision and CEU in-service training provided. MSW or MHC degree required. Own car required. Strong clinical and administrative skills a must. This full-time position is 35 hours a week and located in Brooklyn. Yiddish, Hebrew, Russian-speaking a plus.

[Apply for this position](#)

ADMINISTRATIVE SUPPORT PROFESSIONAL - DOMESTIC VIOLENCE:

Full-time administrative position available for an efficient, energetic, and empathetic candidate to join OHEL's Domestic Violence Program. Responsibilities include, but are not limited to: assisting shelter residents with accessing and obtaining public assistance, benefits and stable housing; completing and submitting governmental paperwork; providing advocacy to clients as needed; providing linkage to a variety of resources; supporting and assisting clients with concrete needs as they transition to safe dwelling living and ultimately, independence post-shelter. Additional responsibilities include purchasing, billing, completing day-to-day operational tasks, and maintaining relationships with government entities, brokers, and landlords. Ideal candidate should possess strong initiative, organizational and administrative skills, and collaborative attitude while demonstrating sensitivity through a trauma-informed lens. This full-time position is 35 hours a week and located in Brooklyn. Yiddish, Hebrew, and/or Russian-speaking a plus.

[Apply for this position](#)

WEB DESIGN/MARKETING – PERSONALIZED BY OHEL (P/T)

OHEL is looking for a graphic design/marketing/customer relations staff member to work in the agency's new business. Candidate must have experience with working with people with developmental disabilities. BA required. This part-time position is located in Brooklyn.

[Apply for this position](#)

RECEPTIONIST-BROOKLYN

Seeking reliable, personable and well organized individual who has the ability to multi-task with a smile in our Outpatient Mental Health Clinic in Brooklyn. Responsibilities include answering phones, greeting and registering patients, insurance verification, collecting co-payments, inputting psychiatrist schedules and using our Electronic Health Record. The candidate should be proficient in Word, Outlook and Excel and have excellent communication skills. This part time position is Monday-Thursday 4pm-10pm and based in Brooklyn.

[Apply for this position](#)

RECEPTIONIST-FAR ROCKAWAY

Seeking reliable, personable and well organized individual who has the ability to multi-task with a smile in our Outpatient Clinic in Far Rockaway. Responsibilities include answering phones, greeting and registering patients, insurance verification, collecting co-payments, inputting psychiatrist schedules and using our Electronic Health Record. The candidate should be proficient in Word, Outlook and Excel and have excellent communication skills. This part time position is Monday-Thursday 3pm-10pm and based in Far Rockaway.

[Apply for this position](#)

ADMINISTRATIVE SECRETARY-CCBHC

Ohel is seeking a reliable, personable and well organized individual to fill an Administrative Secretary position in our Outpatient Mental Health Clinic, CCBHC Program. Job skills to include: the ability to multitask, maintain professional behavior and composure, interface with clients. Responsibilities include tracking, scheduling appointments, administering NOMS, follow up on missing data and attending morning/weekly huddles. Applicant will respond to clients in a trauma informed manner. Applicant should be proficient in Excel and Word. This full time position is located in Brooklyn.

[Apply for this position](#)

SECRETARY

Secretarial positions available in Brooklyn. Candidates should possess strong organizational skills, have the ability to multi task, and be knowledgeable in Microsoft Word and Excel.

[Apply for this position](#)

FOSTER CARE FAIR FUTURES COACH/MENTOR (F/T)

Full time position available for a high energy, clinically orientated, well-organized professional as a Fair Futures Coach/Mentor within Ohel's Foster Care program. The role of the Coach/Mentor is to support and motivate youth/teens who are in foster care and assist them in navigating the many systems in their lives including college readiness, vocational training, access to tutoring and recreation, housing applications and other independent living skills. Through the establishment of a supportive relationship, the Coach helps to encourage youth to identify their goals and works collaboratively to define the steps needed to achieve positive outcomes. The Coach is an integral part of the Foster Care unit and works interactively with program staff in a collegial and professional environment. Some Foster Care case planner duties may also be included in this position. Many related high quality trainings and supervision provided. Masters level degree preferred. CEU's and clinical hours towards an LCSW or LMHC available. This position is based in Brooklyn and some evening hours are necessary. Valid driver's license and own car preferred.

[Apply for this position](#)

HOUSING SPECIALIST

Ohel is seeking a talented, self-motivated and enthusiastic person to take a lead role in working with applicants to the Agency's adult residential housing programs, both mental health and developmental disabilities. You would be "holding the hand" of applicants with mental illness and/or developmental disabilities through the application process through engaging with them and/or their families, mental health providers, hospitals and community providers. Responsibilities include providing help to callers, processing referrals in Ohel's centralized database, follow-up with appropriate services, obtaining and reviewing applicant information, participating in both in-reach and outreach initiatives, as well as provide linkage to Ohel's wide breadth of services. Applicant should be growth oriented, very organized, possess excellent customer service skills, interpersonal skills, clinical sophistication, and proficient computer skills. BA/BS preferred. This full-time position is located in Brooklyn.

[Apply for this position](#)

CASE MANAGER

Seeking high energy and responsible individual to work collaboratively with men and women who have a Mental Illness to further support wellness, recovery, and independent living skills as well as provide a full range of case management, advocacy and liaison services in our Supported Housing Program in Brooklyn. Responsibilities include, but are not limited to, the facilitation of client empowerment and choice, regular apartment visits and inspection, medication and medical monitoring in conjunction with the care coordinators in the Health Homes, linkage to community resources, and contact with therapists, psychiatrists, peer specialists, and other natural supports. Position requires a Bachelor's degree in the Human Services field; Masters preferred. This position is a full time with some evening hours required.

[Apply for this position](#)

PSYCHOSOCIAL REHABILITATION WORKER

Ohel's Psychosocial Rehabilitation Program is looking for creative, dedicated and responsible male and female staff to work one-on-one with children with behavioral health needs who live at home in your community. Locations include Far Rockaway, Queens, Long Island, Manhattan, Brooklyn, and Staten Island. High School diploma and three years experience working with people with behavioral health needs or a Bachelor's degree in social work, psychology or related field required. Driving strongly preferred but not required. Good English communication skills a must. Flexible part time, after school hours.

[Apply for this position](#)

DAY HAB TRAINER (DSP)

Full time positions available for caring staff to involve adults with developmental disabilities in skill development while encouraging them to become more independent. Responsibilities include running and participating in activities to foster independent living as well as escorting individuals to various volunteer sites and activities in the community. Valid driver's license and ability to drive 15-passenger van required. Full time positions are located in Brooklyn and Far Rockaway.

[Apply for this position](#)

ADMINISTRATIVE ASSISTANT- DEVELOPMENT

Ohel is seeking an experienced, well organized professional to work as an Administrative Assistant in our fast paced fundraising department. Responsibilities include: assisting with both small and large scale fundraising events, supporting senior staff with managing important departmental projects, preparing correspondence, processing invoices and credit cards, arranging and managing meetings, supporting senior staff members of the Development Department with various administrative duties. Experience with event planning, collaborating with volunteers, as well as working in a similar office setting strongly preferred. Must be self-starter, proficient in Microsoft Office, and excellent organizational, interpersonal, communication and follow-up skills. Knowledge of Salesforce a plus. Full time position in Brooklyn with flexibility to work nights and weekends at peak times

[Apply for this position](#)

RECRUITER

Seeking dynamic, energetic self-starter to join OHEL as a Recruiter! Responsibilities include recruiting applicants via hybrid model of virtual and in-person community events, career fairs and school campuses; to work with individuals who have developmental disabilities within the community. Position is based in Brooklyn, but candidate will be expected to travel within the NYC and Long Island areas. The ideal candidate should have a minimum of 2 years related experience, excellent people skills, strong computer and organizational skills. Valid driver's license and own car required.

[Apply for this position](#)

RESIDENCE MANAGER

Position available to work within a residential setting with adults who have intellectual and developmental disabilities. Responsibilities include supervising all aspects of client care, programming, including integration into the community, staffing, and facilities management. Candidate should work well in high stress situations, be a strong communicator, have excellent writing skills and possess exceptional leadership abilities. Bachelor's Degree in related field (Masters preferred) and experience working with individuals with intellectual and other disabilities required. NY or NJ Driver's license a must. Positions available in Brooklyn and Long Island.

[Apply for this position](#)

HOUSE MANAGER

House Manager needed to assist Residence Manager in support staff supervision, upkeep of residence and purchasing duties within a residential setting with adults who have intellectual and developmental disabilities. Good English communication, computer and writing skills required. Hours are Monday through Friday 7:00am -3:30pm. Positions available in Brooklyn and Long Island. Valid driver's license required. Excellent opportunity for someone to move up the career ladder at OHEL.

[Apply for this position](#)

DIRECT CARE WORKER

Direct Care Worker needed to work with adults with psychiatric disabilities in OHEL's Supportive Housing Program in Brooklyn. Applicant will assist our clients with daily living skills and communication skills, budgeting, job search, recreation activities and other activities in their apartments. Ability to speak and write English required.

[Apply for this position](#)

SENIOR DIRECT SUPPORT PROFESSIONALS

Weekend and Weekday Positions available in Brooklyn and Long Island in residences for men and women with developmental disabilities. Responsibilities include supervision of direct care staff, documentation and tracking, and attending case conferences. Experience with the developmentally disabled population, supervisory experience, and good writing skills required. Driver's license a must.

[Apply for this position](#)

JOB COACH

Rewarding opportunity for energetic job coach to work with adults who have developmental disabilities as they enter the work force. Become a partner in their successful employment and increased independence by providing quality assurance in their tasks & lending steady support, supervision & encouragement on the job site. Initiates positive communication /relationships between individual and their employer/co-workers. Experience working with individuals with special needs required, valid driver's license preferred. Full time and Part time positions available in Brooklyn and Long Island.

[Apply for this position](#)

DIRECT SUPPORT PROFESSIONALS

Direct support professionals needed to work with adults with developmental disabilities or psychiatric disabilities living in group residences in Long Island, Queens, Far Rockaway, Brooklyn, and the Lower East Side. Ability to speak and write English required. Valid driver's license required for some positions. Part-time and Full-time shifts available including 3-11pm, Overnight and Weekend.

[Apply for this position](#)

MEDICAL ESCORT

Unique positions available to assist individuals with developmental disabilities who live in a group residence in Brooklyn, Queens & Long Island as they attend various healthcare appointments. Responsibilities include, driving individuals to and from medical offices, having a strong knowledge of individuals specific medical needs, and providing feedback to various staff members within the residence based on information given over by healthcare professionals. Good English communication skills a must. Valid NY or NJ driver's license and willingness to drive 15-passenger van required.

[Apply for this position](#)

PEER SPECIALIST

OHEL's Enhanced Respite Bed Program is looking for Peer Specialists. Peer Specialists are individuals who are able to use their lived experiences to help individuals in psychiatric crises. The position is in a residential setting located in the Borough Park section of Brooklyn. Training will be provided. Previous peer experiences and/or certifications are a plus. Part-time positions available.

[Apply for this position](#)

COMMUNITY HABILITATION WORKERS

Ohel Bais Ezra's Community Habilitation and Respite Programs are looking for creative dedicated and responsible male and female staff to work one-on-one with children or adults with developmental disabilities who live at home in your community. Locations include Far Rockaway, Queens, Long Island, Manhattan, Brooklyn, and Staten Island. Experience and driving strongly preferred but not required. Good English communication skills a must. Flexible part time, after school hours.

[Apply for this position](#)

MAINTENANCE/HANDYMAN

Full time position available for mature person experienced in residential maintenance including, daily maintenance, general repair, sanitation disposal and upkeep. Experience in carpentry, electrical work, plumbing, painting and plastering is preferred. Ability to communicate in English and have a valid NY or NJ driver's license required. Must be willing to drive agency van required. Work will be in several apartments in Boro Park and Flatbush.

[Apply for this position](#)

COOK (P/T)

Experienced cook needed to plan and prepare delicious kosher meals for individuals with developmental disabilities within residential settings in Brooklyn, Queens and Long Island. Knowledge of kashrut a must.

[Apply for this position](#)

OHEL is affirmatively seeking to hire Public Assistance recipients.

The agency provides all qualified applicants equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, religion, sexual orientation, citizenship status, military veteran status or marital status.