

# CAMBA Career Opportunities

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CAMBA offers competitive salaries, excellent benefits and an opportunity to work in a friendly and diverse work environment. To apply for one or more of these openings, e-mail your resume with a cover letter as one document attachment in MS Word to [submitresumes@camba.org](mailto:submitresumes@camba.org).

Specify the title(s) of the position(s) for which you are applying on the e-mail subject line. If your resume appears to be suited to a current job opening, a program representative will contact you.

Thank you for your interest in jobs at CAMBA. CAMBA is an Equal Opportunity Employer (EOE).

## **No phone calls please.**

When resume is submitted you will receive an automatic e-mail.

**Please note:** This site provides a listing of jobs currently available but some jobs may have been filled before the site update. This site was updated 1/13/2016

The job opportunity descriptions shown below are organized in the following categories:

[Managerial](#)

[Non-Managerial](#)

[Part Time](#)

[Per Diem](#)

[Internship](#)

## **Managerial**

### **\*PROGRAM DIRECTOR, HEALTH HOME**

CAMBA's **Health Home** program is an innovative new model of care management focused on improving the health outcomes for individuals with severe mental illness & other complex chronic illnesses through coordinated networks of medical, psychiatric, behavioral health, social service & housing providers. Staff will use cutting-edge health information technology & a unified plan of care to ensure all clients connect to & maintain primary medical care, prevent hospital stays, &/or reduce the length of hospitalizations. CAMBA's participation in health home places it at the forefront of a broad system wide change that will have a significant impact on many human services sectors.

The person filling this position is expected, under general direction, to: (1) direct and/or participate in a variety of related programs within the organization; (2) plan, develop and coordinate services among all of the directed programs; and, (3) interact with funders on a regular basis.

#### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's Degree (BA) and five years of applicable experience and/or equivalent experience. Master's Degree or advanced degree in the following fields preferred: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Master of Public Administration (MPA), Master of Public Health, or Registered Nurse (RN). A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy.

#### **OTHER REQUIREMENTS:**

Knowledge about, understanding of, and ability to work closely with, persons with chronic illnesses.  
Experience with public speaking, leading teams, team building, and community networking.  
Experience with the use of technology and the integration of technology into program workflow.  
Experience with community outreach and/or sales.

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Bi-lingual English with any one of the following languages: Spanish, Russian, Haitian-Creole, Chinese (Mandarin or Mandarin/Cantonese) preferred.

Prefer someone with progressive management, administrative and leadership experience overseeing large population of social service recipients.

Some evening/weekend availability may be required.

## \*PROGRAM MANAGER (CLINICAL), HEALTH HOME

CAMBA's **Health Home** program is an innovative new model of care management focused on improving the health outcomes for individuals with severe mental illness & other complex chronic illnesses through coordinated networks of medical, psychiatric, behavioral health, social service & housing providers. Staff will use cutting-edge health information technology & a unified plan of care to ensure all clients connect to & maintain primary medical care, prevent hospital stays, &/or reduce the length of hospitalizations. CAMBA's participation in health home places it at the forefront of a broad system wide change that will have a significant impact on many human services sectors.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general direction, to: (1) manage one or more programs which require contact with internal and/or external clients and/or the community; (2) has understanding of all aspects of contract requirements and communicate this understanding to staff; and (3) participate in program design.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Master's degree and five years of applicable experience, and/or equivalent experience. (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).

### **OTHER REQUIREMENTS:**

Knowledge about, understanding of, and ability to work closely with, persons with chronic illnesses.

Experience with public speaking, leading teams, team building, and community networking.

Experience with the use of technology and the integration of technology into program workflow.

Experience with community outreach and/or sales.

Bi-lingual English with any one of the following languages: Spanish, Russian, Haitian-Creole, Chinese (Mandarin or Mandarin/Cantonese) preferred.

Some evening/weekend availability may be required.

## \*PROGRAM MANAGER, BERGEN-SARATOGA SUPPORTIVE HOUSING

**The Bergen-Saratoga** is a supportive/affordable housing development located in the Ocean Hill/Brownsville section of Brooklyn developed by Dunn Development. Bergen Saratoga Apartments will provide affordable housing for low-income working families at 50% or 60% of Area Median Income along with 40 units set aside for formerly homeless individuals who are Population A (SPMI/NYNY III) eligible. These units will be master leased by the non-profit social services provider, CAMBA, Inc. CAMBA will provide on-site supportive services including case management and 24/7 front desk security services. Amenities include a community room with a kitchen, a library/computer room, a tenant garden, laundry and a children's play area. This project is a true public-private partnership with land contributed by the City of New York coupled with subsidies provided by the State of New York and private bank financing.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general direction, to: (1) manage one or more programs which require contact with internal and external individuals and/or the community; (2) has understanding of all aspects of contract requirements and communicate this understanding to staff; and (3) participate in program design.

### **EDUCATION/EXPERIENCE REQUIRED:**

Licensed Master's degree in Social Work, Psychology or a related field. (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).

### **OTHER REQUIREMENTS:**

Experience in clinical supervision, housing issues and working with individuals with mental illness, substance abuse

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issues, HIV/AIDS and other special needs.  
Experience developing and facilitating groups.  
Knowledge of supportive housing services operations.

## \*PROGRAM MANAGER, HEALTH HOME

CAMBA's **Health Home** program is an innovative new model of care management focused on improving the health outcomes for individuals with severe mental illness & other complex chronic illnesses through coordinated networks of medical, psychiatric, behavioral health, social service & housing providers. Staff will use cutting-edge health information technology & a unified plan of care to ensure all clients connect to & maintain primary medical care, prevent hospital stays, &/or reduce the length of hospitalizations. CAMBA's participation in health home places it at the forefront of a broad system wide change that will have a significant impact on many human services sectors. The person filling this position is expected, under general direction, to: (1) manage one or more programs which require contact with internal and/or external clients and/or the community; (2) has understanding of all aspects of contract requirements and communicate this understanding to staff; and (3) participate in program design.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (B. A. or B. S.) and three years of applicable experience and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Knowledge about, understanding of, and ability to work closely with, persons with chronic illnesses.  
Experience with public speaking, leading teams, team building, and community networking.  
Bi-lingual English with any one of the following languages: Spanish, Russian, Haitian-Creole, Chinese (Mandarin or Mandarin/Cantonese) preferred. Some evening/weekend availability may be required.

## \*PROGRAM MANAGER, LIVONIA COMMONS

**Livonia Commons** is a supportive/affordable housing development located in the East New York section of Brooklyn developed by Dunn Development. Livonia Commons Apartments will provide affordable housing for low-income working families at 50% or 60% of Area Median Income along with 43 units set aside for formerly homeless individuals who are Population A (SPMI/NYNY III) eligible. These units will be master leased by the non-profit social services provider, CAMBA, Inc. CAMBA will provide on-site supportive services including case management and 24/7 front desk security services. Amenities include a community room with a kitchen, a library/computer room, a tenant garden, laundry and a children's play area. This project is a true public-private partnership with land contributed by the City of New York coupled with subsidies provided by the State of New York and private bank financing.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general direction, to: (1) manage one or more programs which require contact with internal and external individuals and/or the community; (2) has understanding of all aspects of contract requirements and communicate this understanding to staff; and (3) participate in program design.

### **EDUCATION/EXPERIENCE REQUIRED:**

Licensed Master's degree in Social Work, Psychology or a related field. (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).

### **OTHER REQUIREMENTS:**

Experience in clinical supervision, housing issues and working with individuals with mental illness, substance abuse issues, HIV/AIDS and other special needs.  
Experience developing and facilitating groups. Knowledge of supportive housing services operations.

## \*SENIOR PROGRAM MANAGER, FISCAL DEPARTMENT - GENERAL FINANCE

CAMBA's General Finance Department is responsible for assuring that the financial policies of the Agency conform to all laws, regulations and CAMBA's fiscal policies, and that all financial resources are controlled, recorded and reported. The General Finance Department plans, organizes, and monitors the financial activities of the Agency. The department is responsible for the day to day management of all the Agency's cash services including, but not limited to: Cash Receipts, Accounts Payable, and Accounts Receivable. This Department prepares the comprehensive combined financial statements and prepares for and oversees the year-end financial audit, the A133 and all funder required audits. The person filling this position is expected, under general direction, to ensure the smooth day-to-day running, coordination and supervision of General Finance staff and services in accordance with all fiscal goals,

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targets, and performance outcomes and all CAMBA and program policies, procedures and protocols.

The minimum qualification for this position is a Bachelor's degree (B.A., B.S.) and five years of applicable experience and/or equivalent experience. OTHER REQUIREMENTS: Experience in not-for-profit accounting and auditing. Good knowledge of GAAP, accounting procedures, audit schedules and financial reporting requirements. Very strong computer skills in Excel and accounting programs (knowledge of MIP preferred). Must abide by strict ethical standards. Must maintain integrity, objectivity and confidentiality at all times. Must avoid personal conflicts of interest.

## \*SUPERVISING ATTORNEY/MANAGER, CAMBA LEGAL SERVICES - HOUSING UNIT STATEN ISLAND

**CAMBA Legal Services, Inc. (CLS)** is the legal services arm of CAMBA, Inc. CLS provides free civil legal services to low-income New Yorkers in the areas of consumer law, foreclosure prevention, immigration, housing law, and domestic violence assistance. In addition to providing direct representation and providing legal advice and counsel to thousands of clients, CAMBA attorneys also engage in legislative advocacy, impact litigation in both state and federal court, provide community education and offer expert training on a wide range of issues, services that allow members of our community improve their lives.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general direction, to: (1) manage one or more programs which require contact with internal and external clients and/or the community; (2) has understanding of all aspects of contract requirements and communicate this understanding to staff; and (3) participate in program design.

- Handle caseload of housing court cases and related matters.
- Supervise staff attorneys, paralegals and other CAMBA Legal Staff in their handling of housing court cases, administrative hearings, and other matters related to successful resolution of housing court cases and related matters.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Juris Doctor (J.D.) or other completion degree from an accredited law school and admitted to practice law in the State of New York and five years applicable experience.

### **OTHER REQUIREMENTS:**

Knowledge of, and experience in, housing law. This position is in Staten Island.

## ASSISTANT PROGRAM DIRECTOR, HEALTH HOME

CAMBA's **Health Home** program is an innovative new model of care management focused on improving the health outcomes for individuals with severe mental illness & other complex chronic illnesses through coordinated networks of medical, psychiatric, behavioral health, social service & housing providers. Staff will use cutting-edge health information technology & a unified plan of care to ensure all clients connect to & maintain primary medical care, prevent hospital stays, &/or reduce the length of hospitalizations. CAMBA's participation in health home places it at the forefront of a broad system wide change that will have a significant impact on many human services sectors.

The person filling this position is expected, under general direction, to: (1) assist, direct and manage a variety of programs; (2) provide direct supervision of direct reporting staff; (3) assist in program and contract development, oversee regulatory compliance, facilities management, and policy and systems development; (4) interact with vendors and sub-contractors on a regular basis.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's Degree (BA) and three years of applicable experience and/or equivalent experience. Master's Degree or advanced degree in the following fields preferred: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Master of Public Administration (MPA), Master of Public Health, or Registered Nurse (RN). A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy.

### **OTHER REQUIREMENTS:**

Knowledge about, understanding of, and ability to work closely with, persons with chronic illnesses. Experience with public speaking, leading teams, team building, and community networking. Experience with the use of technology and the integration of technology into program workflow.

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Experience with community outreach and/or sales.

Bi-lingual English with any one of the following languages: Spanish, Russian, Haitian-Creole, Chinese (Mandarin or Mandarin/Cantonese) preferred.

Prefer someone with progressive management, administrative and leadership experience overseeing large population of social service recipients.

Some evening/weekend availability may be required.

## ASSISTANT PROGRAM DIRECTOR, HIV/AIDS HOUSING PROGRAMS

**Short Term Housing Program:** This program provides 35 units of congregate and transitional housing to PLWHA who are homeless or at serious risk of homelessness. There are 10 units of housing at the program's congregate facility located at 23 Winthrop Street and there are 25 units of housing in the community. Seven community based apartments are for families and eighteen clients share nine 2 bedroom apartments until permanent housing can be attained. Clients receive case management and other services from staff. **Transitional Congregate Housing Program:** Provides 19 units of emergency transitional housing to clients coming from HIV/AIDS Services Administration (HASA) Emergency Placement Unit. Clients reside in our 24 hour congregate residence located at 25 Winthrop. Each individual has their own lockable bedroom but shares common areas such as the bathroom and living room. This housing is for single individuals only. The length of stay is generally limited to six months. Staff provides case management and housing placement services. The program's goal is to prepare individuals for permanent housing placement. **Ryan White Housing Placement Assistance:** This program assists 68 single adults and families living with HIV/AIDS and at risk of homelessness living to locate and secure permanent housing. Staff help locate apartments for clients and financial assistance for brokers' fees is available.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general direction, to: (1) direct and/or participate in a variety of related programs within the organization; (2) plan, develop and coordinate services among all of the directed programs; and, (3) interact with funders on a regular basis.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (B.A.) and three years of applicable experience and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Knowledge about, understanding of, and ability to work closely with, persons with HIV/AIDS and related issues.

## ASSISTANT PROGRAM MANAGER (DIRECTOR OF SOCIAL SERVICES), FLAGSTONE FAMILY CENTER

The **Flagstone Family Center** provides comprehensive case management services to 160 families who are in a Tier II transitional residence program for homeless families. The facility consists of eight (8) four (4) story walk up apartment buildings on the east and west sides of the street. There will be two main entrances: one for the east side of the street and one for the west. Each building contains 20 apartments of varying sizes, each fully self-contained. The person filling this position is expected, under general direction, to ensure the smooth day-to-day running, coordination and supervision of all case management staff and services in accordance with all program goals, targets, and performance outcomes and all CAMBA and program policies, procedures, and protocols.

### **EDUCATION/EXPERIENCE REQUIRED:**

Master's degree and three years of applicable experience, and/or equivalent experience. (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).

### **OTHER REQUIREMENTS:**

On call 24 hours a day, 7 days a week. Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report. Supervisory experience a must.

## SUPERVISOR I (RECREATION), BROADWAY HOUSE WOMEN'S SHELTER

The **Broadway House Women's Shelter** located in the Bushwick section of Brooklyn serves 165 women, approximately 37 of whom are MICA. **Essential Duties and Responsibilities:** The person filling this position is expected, under general direction, to ensure the smooth day-to-day running and supervision of recreational program staff and services in accordance with program goals, targets, and performance outcomes and all CAMBA and program policies, procedures, and protocols.

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## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and two years of applicable experience and/or equivalent experience. Licensed Master's degree in Art Therapy preferred. (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).

## **OTHER REQUIREMENTS:**

May be required to become First Aid/CPR certified. May be required to become certified in overdose prevention. Bi-lingual preferred.

## **SUPERVISOR I (RECREATION), MAGNOLIA HOUSE**

**CAMBA's Magnolia House** located in the Brownsville section of Brooklyn serves 200 single women at any given time. The majority of these clients are diagnosed with mental illness, some dually with chemical addictions as well.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general direction, to ensure the smooth day-to-day running and supervision of recreational program staff and services in accordance with program goals, targets, and performance outcomes and all CAMBA and program policies, procedures, and protocols.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and two years of applicable experience and/or equivalent experience. Licensed Master's degree in Art Therapy preferred. (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).

## **OTHER REQUIREMENTS:**

May be required to become First Aid/CPR certified.  
May be required to become certified in overdose prevention.  
Bi-lingual preferred.

## **SUPERVISOR I (RECREATION), THE KENSINGTON**

CAMBA's new Family Shelter in Central Brooklyn is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 64 families who are in a transitional residence program for homeless families. The five story facility has rooms of various sizes, common areas and provides on-site security and social services.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general direction, to ensure the smooth day-to-day running and supervision of recreational program staff and services in accordance with program goals, targets, and performance outcomes and all CAMBA and program policies, procedures, and protocols.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and two years of applicable experience and/or equivalent experience. Licensed Master's degree in Art Therapy preferred. (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).

## **OTHER REQUIREMENTS:**

Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.

## **SUPERVISOR I, ATLANTIC HOUSE MEN'S SHELTER PER DIEM (ON CALL)**

CAMBA's Atlantic House Men's Shelter located in the Brownsville section of Brooklyn serves 200 single men at any given time. The majority of these clients are dually diagnosed with mental illness and substance abuse.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

The minimum qualification for this position is HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.



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Shifts for the Supervisor I (Per Diem) are 8am-4pm, 4pm-12am and 12am-8am.

## **SUPERVISOR I, ATLANTIC HOUSE MEN'S SHELTER**

**CAMBA's Atlantic House Men's Shelter** located in the Brownsville section of Brooklyn serves 200 single men at any given time. The majority of these clients are dually diagnosed with mental illness and substance abuse.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, BROADWAY HOUSE WOMEN'S SHELTER**

### **PER DIEM (ON CALL)**

The **Broadway House Women's Shelter** located in the Bushwick section of Brooklyn serves 165 women, approximately 37 of whom are MICA.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all facility/operations-related staff and services on a day-to-day basis, in order to ensure that all client goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years applicable experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Must obtain and maintain First Aid/CPR certification.  
Must obtain and maintain certification in overdose prevention.  
Must obtain and maintain F-80 Fire Safety Coordinator certification  
Must obtain and maintain CPI (Crisis Prevention) certified  
Bi-lingual preferred.

## **SUPERVISOR I, BROADWAY HOUSE WOMEN'S SHELTER**

The **Broadway House Women's Shelter** located in the Bushwick section of Brooklyn serves 165 women, approximately 37 of whom are MICA.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all facility/operations-related staff and services on a day-to-day basis, in order to ensure that all client goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years applicable experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

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## **OTHER REQUIREMENTS:**

Must obtain and maintain First Aid/CPR certification.  
Must obtain and maintain certification in overdose prevention.  
Must obtain and maintain F-80 Fire Safety Coordinator certification  
Must obtain and maintain CPI (Crisis Prevention) certified  
Bi-lingual preferred.

## **SUPERVISOR I, CAMBA'S CORNERSTONE AT BOULEVARD COMMUNITY CENTER**

**CAMBA's Cornerstone Program:** CAMBA administers services at the Boulevard Community Center and the Penn-Wortman Community Center in the East New York neighborhood of Brooklyn. All Cornerstone programs are run in partnership with other community organizations to provide education, recreation, cultural activities, health information and screenings, youth leadership and social services to the neighborhood's students, their families, and other residents. Activities and services are available after school, evenings and on weekends.

The person filling this position is expected, under general direction, to ensure the smooth day-to-day running and supervision of program, program facility and program related staff and services in accordance with all program goals, targets, and performance outcomes and all CAMBA and program policies, procedures, and protocols.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree (B.A.) and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Evening and Saturday hours required.  
Must obtain Dept. of Health fingerprinting; doctor's note certifying good health; proof of negative results from TB test; and State Central Registry (SCR) clearance.  
Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.

## **SUPERVISOR I, CAMBA'S INITIATING CHANGE AROUND REPRODUCTIVE EMPOWERMENT (iCARE)**

CAMBA's Initiating Change Around Reproductive Empowerment (iCARE): Through a grant from the New York State Department of Health, iCARE seeks to address maternal and infant health behavior, supports and service systems across three key life stages: preconception, prenatal/postpartum, and interconception. iCARE provides high need women and infants with services focused on improved maternal and infant health outcomes to the hardest-to-reach populations in the 11203, 11226, 11233 and 11212 communities.

The person filling this position is expected, under general supervision, to ensure the smooth day-to-day running and supervision of program-related staff and services in accordance with all program goals, targets, and performance outcomes and all CAMBA and program policies, procedures, and protocols.

The minimum qualification for this position is Licensed Master's Degree in Social Work (i.e., LMSW, LCSW) or related field and two years of supervisory experience, or Licensed BA in Nursing (RN or NP) and three years of supervisory experience.

## **SUPERVISOR I, EVICTION PREVENTION UNIT**

Located on-site in an HRA Job Center in Brooklyn, CAMBA's **Eviction Prevention Unit (EPU)** is targeted to 1,500 clients yearly at risk of becoming homeless, whose problems cannot be solved by the general Center staff. CAMBA's EPU staff members help clients stabilize their housing and financial situations by providing welfare advocacy, assistance applying for housing benefits and other rental arrears assistance, as well as referrals to legal services that will help them resolve problems with government benefits and housing. The program also makes referrals to other needed benefits and services to enhance housing stability, foster self-sufficiency and improve family functioning.

The person filling this position is expected, under general direction, to ensure the smooth day-to-day running and supervision of program-related staff and services in accordance with all program goals, targets, and performance



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outcomes and all CAMBA and program policies, procedures, and protocols.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and/or equivalent experience (i.e - Prior FEPS and/or eviction prevention experience strongly preferred).

## **SUPERVISOR I, FLAGSTONE FAMILY CENTER**

### **PER DIEM (ON CALL)**

The Flagstone Family Center provides comprehensive case management services to 160 families who are in a Tier II transitional residence program for homeless families. The facility consists of eight (8) four (4) story walk up apartment buildings on the east and west sides of the street. There will be two main entrances: one for the east side of the street and one for the west. Each building contains 20 apartments of varying sizes, each fully self-contained.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

The minimum qualification for this position is HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, FLAGSTONE FAMILY CENTER**

### **PART TIME**

The Flagstone Family Center provides comprehensive case management services to 160 families who are in a Tier II transitional residence program for homeless families. The facility consists of eight (8) four (4) story walk up apartment buildings on the east and west sides of the street. There will be two main entrances: one for the east side of the street and one for the west. Each building contains 20 apartments of varying sizes, each fully self-contained.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

The minimum qualification for this position is HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, HOMELESS PREVENTION INITIATIVE (HOMEBASE)**

**HomeBase** is a CAMBA program that provides case management and essential services to those at-risk individuals and families in Brooklyn and Staten Island to prevent homelessness. Individuals and families receive services that help them overcome problems with public benefits, housing, education, health care and other issues that could impede their ability to maintain stable households.

The person filling this position is expected, under general direction, to ensure the smooth day-to-day running and supervision of program-related staff and services in accordance with all program goals, targets, and performance outcomes and all CAMBA and program policies, procedures, and protocols; etc.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, MAGNOLIA HOUSE WOMEN'S SHELTER**

### **PER DIEM (ON CALL)**

CAMBA's Magnolia House located in the Brownsville section of Brooklyn serves 200 single women at any given time.

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The majority of these clients are diagnosed with mental illness, some dually with chemical addictions as well.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis, access client data using DHS' CARES database as needed; etc.

The minimum qualification for this position is a HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years' experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, MAGNOLIA HOUSE WOMEN'S SHELTER**

CAMBA's Magnolia House located in the Brownsville section of Brooklyn serves 200 single women at any given time. The majority of these clients are diagnosed with mental illness, some dually with chemical addictions as well.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis, access client data using DHS' CARES database as needed; etc.

The minimum qualification for this position is a HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years' experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, OPPORTUNITY HOUSE MEN'S SHELTER PER DIEM (ON CALL)**

CAMBA's Opportunity House (COH) is a 62 bed men's general population shelter funded by New York City Department of Homeless Services located in downtown Brooklyn. COH offers clients a supportive, structured therapeutic, safe, and drug-free facility.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis; conduct supplemental screening for curfew violators of 30 days or more; etc.

The minimum qualification for this position is a HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, PARK SLOPE SHELTER FOR WOMEN**

The **Park Slope Shelter for Women** located at the Park Slope Armory in Brooklyn serves 100 MICA women.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all facility/operations-related staff and services on a day-to-day basis, in order to ensure that all client goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years applicable experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Must obtain and maintain First Aid/CPR certification.  
Must obtain and maintain certification in overdose prevention.  
Must obtain and maintain F-80 Fire Safety Coordinator certification  
Must obtain and maintain CPI (Crisis Prevention) certified  
Bi-lingual preferred.

## **SUPERVISOR I, PARK SLOPE WOMEN'S SHELTER PER DIEM (ON CALL)**

The Park Slope Shelter for Women serves 100 MICA (mentally ill chemical abusing) women at the Park Slope

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Armory in Brooklyn.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

The minimum qualification for this position is HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, THE GATHERING PLACE DROP-IN CENTER PER DIEM (ON CALL)**

The Gathering Place is a Drop-In Center in Brooklyn serving 75 homeless men and women 18 years and older. The Center is open from 6am to 8:30pm / 7-days-a-week and provides a safe, sanitary, and stable alternative to the street. The Center uses an individualized and flexible approach to serve the hard-to-reach homeless population. Center services include: two nutritious meals a day; shower and laundry facilities; access to clothing, mail and telephone services; recreational activities; intensive case management services; benefits/entitlements assistance; and, comprehensive medical and mental healthcare services, substance abuse counseling and treatment referral services. The Center's goal is to re-connect clients to treatment services and assist in their transition to temporary shelter and/or permanent housing.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis, etc.

The minimum qualification for this position is a HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years' experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, THE KENSINGTON**

CAMBA's new Family Shelter in Central Brooklyn is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 64 families who are in a transitional residence program for homeless families. The five story facility has rooms of various sizes, common areas and provides on-site security and social services.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all facility/operations-related staff and services on a day-to-day basis, in order to ensure that all client goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.

Must obtain and maintain First Aid/CPR certification.

Must obtain and maintain certification in overdose prevention.

Must obtain and maintain F-80 Fire Safety Coordinator certification.

Must obtain and maintain CPI (Crisis Prevention) certified.

## **SUPERVISOR I, THE LANDING**

### **PER DIEM (ON CALL)**

**CAMBA's The Landing Family Shelter** is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 169 families who are in a transitional residence program for homeless families. The three story facility has rooms of various sizes, common areas and provides on-site security and social services.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets,

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and performance outcomes are met on a daily/weekly/monthly basis.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Must obtain and maintain, throughout the duration of employment, State Central Registry (SCR) clearance. This position is in Queens.

## **SUPERVISOR II (CLINICAL), ATLANTIC HOUSE MEN'S SHELTER**

**CAMBA's Atlantic House Men's Shelter** located in the Brownsville section of Brooklyn serves 200 single men at any given time. The majority of these clients are dually diagnosed with mental illness and substance abuse.

The person filling this position is expected, under general direction, to ensure the smooth day-to-day running and supervision of social services staff and services in accordance with program goals, targets, and performance outcomes and all CAMBA and program policies, procedures, and protocols; including the following:

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

BA or BS and two years of applicable experience, and/or equivalent experience. Master's Degree preferred. (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).

## **SUPERVISOR II (CLINICAL), MAGNOLIA HOUSE WOMEN'S SHELTER**

CAMBA operates five homeless shelters funded by New York City Department of Homeless Services. Each shelter offers clients a supportive, structured therapeutic, safe, and drug-free facility. Homeless (often mentally-ill and substance-abusing) men and women are provided with comprehensive services to stabilize their condition in order to successfully transition into to permanent and/or supported housing. CAMBA's Magnolia House located in the Brownsville section of Brooklyn serves 200 single women at any given time. The majority of these clients are diagnosed with mental illness, some dually with chemical addictions as well. The person filling this position is expected, under general direction, to ensure the smooth day-to-day running and supervision of social services staff and services in accordance with program goals, targets, and performance outcomes and all CAMBA and program policies. The minimum qualification for this position is BA or BS and two years of applicable experience, and/or equivalent experience. Master's Degree preferred. (A license is required of these Master's Degrees: Social Work (LMSW or LCSW), Mental Health Counseling, Counseling/Guidance, Art Therapy).

## **SUPERVISOR II, ADULT LITERACY PROGRAM - ABE PROGRAM**

### **PART TIME TEMPORARY**

CAMBA is looking for a highly organized, experienced, and resourceful adult literacy professional to support, coach, monitor, and facilitate the professional development of its evening ABE/HSE Prep teaching staff at 885 Flatbush Avenue in Brooklyn and continue to enhance the overall quality of services provided to the students. The work schedule is 5:30 to 8:30 pm, Monday-Thursday. It is required that candidates have at least a BA/BS (MA/MS preferred) in education or a related field and at least 2 years of experience as supervisor of an ABE program. Excellent communication, organization, leadership, computer, database, and internet skills required.

## **Non-Managerial**

### **\*ATTENTION CASH PUBLIC ASSISTANCE RECIPIENTS**

If you are currently receiving cash public assistance and you are qualified, CAMBA invites you to apply for full time employment. If qualified, you will be given priority hiring status for the following positions: security guard, driver/maintenance worker and case manager. Please send your resume and cover letter, by e-mail to

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CPAR@camba.org, or by mail to CAMBA, 1720 Church Avenue, Brooklyn, NY 11226 attn: HR.

## ADMINISTRATIVE ASSISTANT I, ATLANTIC HOUSE SHELTER FOR MEN

**CAMBA's Atlantic House Men's Shelter** located in the Brownsville section of Brooklyn serves 200 MICA (mentally ill chemical abusing) men.

The person filling this position is expected, under close supervision, to:

(1) Provide administrative and clerical support to ensure the smooth operations of shelter social services and other departments; (2) provide coverage/back-up for Receptionist (i.e., answer and screen incoming calls); (3) direct callers and general voicemail messages to the appropriate personnel; and (4) assist non-clerical staff with clerical work (i.e., data collection and data verification).

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Proficient experience using Microsoft Office software and knowledge of databases.

Ability to type 45 words per minute.

Bi-lingual preferred.

## ADMINISTRATIVE ASSISTANT I, HOMELESS PREVENTION INITIATIVE (HOMEBASE)

**HomeBase** is a CAMBA program that provides case management and essential services to those at-risk individuals and families in Brooklyn and Staten Island to prevent homelessness. Individuals and families receive services that help them overcome problems with public benefits, housing, education, health care and other issues that could impede their ability to maintain stable households.

The person filling this position is expected, under close supervision, to:

1) Provide administrative and clerical support to ensure the smooth operations of all departments; (2) answer and screen incoming telephone calls; (3) direct callers and general voicemail messages to the appropriate personnel; and (4) assist non-clerical staff with clerical work (i.e., data collection and data verification); etc.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Proficient experience using Microsoft Office software and knowledge of databases.

Ability to type 45 words per minute.

## ANALYST I, FISCAL DEPARTMENT

**CAMBA's Fiscal Department** provides fiscal administration including accounting, budgeting, procurement services and procedures for numerous city/state/federal contracts and/or private grants. In addition, the Fiscal Department recommends alternatives to assure that organization-wide objectives and priorities are met.

The person filling this position is expected, under general direction, to: (1) develop, analyze, and modify budgets to allocate current resources and estimate future financial requirements; and (2) make recommendations for budget allocations and required reclassifications of expenses.

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## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

BA in Accounting/Finance and two years of applicable experience.

## **OTHER REQUIREMENTS:**

Must abide by strict ethical standards

Must maintain integrity, objectivity, and confidentiality at all times

Must avoid personal conflicts of interest situations

## **ATTORNEY I, CAMBA LEGAL SERVICES - HOUSING UNIT**

CAMBA Legal Services, Inc. (CLS), the legal services arm of CAMBA, Inc. has openings for Staff Attorneys in the Housing Unit. CLS provides free civil legal services to low-income New Yorkers in Brooklyn and Staten Island.

The position involves providing direct representation for tenants in Brooklyn by negotiating settlement agreements, engaging in motion practice and litigation of non-payment, holdover, Housing Part (HP) and administrative proceedings.

In addition to direct representation CLS attorneys handle policy advocacy, collaboration with other city and state agencies, community education, training and outreach to promote the work of the office. They also coordinate services with other departments of CAMBA to provide a holistic approach to the issues faced by the community.

Ideal candidates for the position must be admitted to practice in New York State, have excellent written and oral advocacy skills; the ability to work independently as well as collaboratively in a team and manage a high volume of cases; have an interest in housing law and an understanding of and sensitivity to the needs of low income tenants; demonstrate commitment to and experience in public interest law and civil legal services.

## **CAREER ADVISOR I, REFUGEE SERVICES/MATCHING GRANT WORKFORCE DEVELOPMENT**

CAMBA's comprehensive Workforce Development and Refugee Services programs annually provide over 1,800 low income community members with employment, education, training, benefits access, financial literacy and English language services. CAMBA specializes in assisting those with special barriers to employment including low skilled workers, long-term unemployed, immigrants and refugees, limited English speakers, formerly homeless, seniors, formerly incarcerated, trauma survivors and victims of human trafficking. These programs are performance-based, and success is measured by meeting enrollment, employment placement, training, retention and case management goals. As an affiliate of the US Committee for Refugees and Immigrants, the Matching Grant Program provides successful participants with a cash grant for up to three months, equal to or greater than a Public Assistant cash grant, as an incentive for going to work and avoiding public assistance. Participants receive intensive case management, job placement and English language training. The Refugee Services (RSSP & TAG) programs provide job training, placement and transitional support services to refugees and asylees during their 60 months of eligibility in the United States to help with any impediments to employment and self-sufficiency.

The person filling this position is expected, under general supervision, to: (1) interview and evaluate applicants for services, formulate service plans and goals, and aid clients to implement service plans; (2) to be clients' primary motivator and coordinator of program services; (3) locate and make use of appropriate community resources for clients; (4) assist clients in eliminating barriers to education/employment by making referrals to appropriate services within and outside CAMBA.



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The minimum qualification of this position is Bachelor's degree (e. g., B.A., B.S.W.) and/or equivalent experience. Bilingual (Mandarin, Nepali and/or Tibetan preferred). Experience working with refugees and/or asylees preferred.

## CASE MANAGER I, ANNA GONZALEZ APARTMENTS

**CAMBA's Housing Ventures (CHV)** is an initiative to develop affordable housing for persons with low income and/or with special needs living in Brooklyn and New York City. CHV has been incorporated with the goal of developing 1,000 units of permanent housing affordable to a broad cross section of this community over the next ten years, while offering lower-income individuals and families a comprehensive range of housing and other supportive services. CHV and Central Brooklyn Community Services Corp. are collaborating to startup, lease-up and operate a 100-unit supportive housing apartment building in the Bushwick area of Brooklyn. These units will support and house a mixed tenant population consisting of low-income working individuals, persons living with severe and persistent mental illness, the formerly chronically homeless and persons living with HIV/AIDS in the Bushwick section of Brooklyn.

The person filling this position is expected, under general supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) interview and evaluate clients and formulate Independent living plans; and (3) locate and provide access to appropriate community resources for clients; etc.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Flexible hours may be needed occasionally to provide shift coverage until 8 pm.

## CASE MANAGER I, BERGEN-SARATOGA SUPPORTIVE HOUSING

**The Bergen-Saratoga** is a supportive/affordable housing development located in the Ocean Hill/Brownsville section of Brooklyn developed by Dunn Development. Bergen Saratoga Apartments will provide affordable housing for low-income working families at 50% or 60% of Area Median Income along with 40 units set aside for formerly homeless individuals who are Population A (SPMI/NYNY III) eligible. These units will be master leased by the non-profit social services provider, CAMBA, Inc. CAMBA will provide on-site supportive services including case management and 24/7 front desk security services. Amenities include a community room with a kitchen, a library/computer room, a tenant garden, laundry and a children's play area. This project is a true public-private partnership with land contributed by the City of New York coupled with subsidies provided by the State of New York and private bank financing.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) interview and evaluate tenants and formulate Independent living plans; and (3) locate and provide access to appropriate community resources for tenants.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and experience working with the Seriously and Persistently Mentally III (SPMI) population, and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Flexible hours may be needed occasionally to provide shift coverage until 8 pm

## CASE MANAGER I, CASTLETON PROGRAM - STATEN ISLAND

**The Castleton Program** is a one-on-one case management information and referral service for residents of Castleton and the surrounding St. George area in Staten Island, New York.

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**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) interview and evaluate tenants and formulate a service plan; and (3) locate and provide access to appropriate community resources for tenants.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and/or equivalent experience.

**OTHER REQUIREMENTS:**

Flexible hours may be needed occasionally to provide outreach and/or shift coverage. Please note, this position is in Staten Island.

## CASE MANAGER I, FLAGSTONE FAMILY CENTER

### BI-LINGUAL ENGLISH/SPANISH

The **Flagstone Family Center** provides comprehensive case management services to 160 families who are in a Tier II transitional residence program for homeless families. The facility consists of eight (8) four (4) story walk up apartment buildings on the east and west sides of the street. There will be two main entrances: one for the east side of the street and one for the west. Each building contains 20 apartments of varying sizes, each fully self-contained.

The person filling this position is expected, under general supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) in collaboration with clients, interview and evaluate clients and formulate Independent living plans; and (3) locate and make use of appropriate community resources for clients.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and/or equivalent experience.

**OTHER REQUIREMENTS:**

Must obtain and maintain, throughout the duration of employment, State Central Registry (SCR) clearance. Bi-lingual English/Spanish required.

## CASE MANAGER I, HOMELESS PREVENTION INITIATIVE (HOMEBASE)

**BI-LINGUAL PREFERRED** Homelessness Prevention Initiative (HomeBase) is a CAMBA program that provides case management and essential services to 600 at-risk individuals and families in Bedford-Stuyvesant to prevent homelessness. Individuals and families receive services that help them overcome problems with public benefits, housing, education, health care and other issues that could impede their ability to maintain stable households. The person filling this position is expected, under general supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) in collaboration with clients interview/ evaluate applicants for services and formulate service plans to include short-term and long-term client goals; (3) assist clients in identifying and locating community resources. The minimum qualification for this position is Bachelor's degree (e. g., B.A., B.S.W.) and/or equivalent experience.

## CASE MANAGER I, LIVONIA COMMONS

**Livonia Commons** is a supportive/affordable housing development located in the East New York section of Brooklyn developed by Dunn Development. Livonia Commons Apartments will provide affordable housing for low-income working families at 50% or 60% of Area Median Income along with 43 units set aside for formerly homeless individuals who are Population A (SPMI/NYNY III) eligible. These units will be master leased by the non-profit social services provider, CAMBA, Inc. CAMBA will provide on-site supportive services including case management and 24/7 front desk security services. Amenities include a community room with a kitchen, a library/computer room, a tenant garden, laundry and a children's play area. This project is a true public-private partnership with land contributed by the City of New York coupled with subsidies provided by the State of New York and private bank financing.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) interview and evaluate tenants and formulate Independent living plans; and (3) locate and provide access to appropriate community resources for tenants.

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## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and experience working with the Seriously and Persistently Mentally Ill (SPMI) population, and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Flexible hours may be needed occasionally to provide shift coverage until 8 pm.

## **CASE MANAGER I, MORRIS MANOR**

**Morris Manor Apartments** is a building which was developed and is operated by CAMBA Housing Ventures (CHV), an initiative to develop affordable housing for persons with low income and/or with special needs living in Brooklyn and New York City. Morris Manor opened in October 2008 and provides 46 units of affordable/supportive housing building in the Flatbush section of Brooklyn. CAMBA, Inc. is the on-site services provider at Morris Manor Apartments. The social services staff is responsible for providing case management and supportive services to the 27 low-income individuals who are seriously and persistently mentally ill and who exited the shelter system. The remaining 18 units are occupied by community residents, who may require some services, and a live in super resides in the final unit.

The person filling this position is expected, under general supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) interview and evaluate tenants and formulate Independent living plans; and (3) locate and provide access to appropriate community resources for tenants.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and experience working with the Seriously and Persistently Mentally Ill (SPMI) population, and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Flexible hours may be needed occasionally to provide shift coverage until 8 pm.

## **CASE MANAGER I, THE KENSINGTON**

CAMBA's new Family Shelter in Central Brooklyn is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 64 families who are in a transitional residence program for homeless families. The five story facility has rooms of various sizes, common areas and provides on-site security and social services.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) in collaboration with clients, interview and evaluate clients and formulate Independent living plans; and (3) locate and make use of appropriate community resources for clients.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.

## **CASE MANAGER I, THE LANDING**

### **BI-LINGUAL ENGLISH/SPANISH PREFERRED**

**CAMBA's The Landing Family Shelter** is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 169 families who are in a transitional residence program for homeless families. The three story facility has rooms of various sizes, common areas and provides on-site security and social services.

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The person filling this position is expected, under general supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) in collaboration with clients, interview and evaluate clients and formulate Independent living plans; and (3) locate and make use of appropriate community resources for clients.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Must obtain and maintain, throughout the duration of employment, State Central Registry (SCR) clearance.

Bi-lingual (English/Spanish) preferred.

This position is in Queens.

## **CASE MANAGER II (EMPLOYMENT), ATLANTIC HOUSE MEN'S SHELTER**

### **BILINGUAL ENGLISH/SPANISH PREFERRED**

**CAMBA's Atlantic House Men's Shelter** located in the Brownsville section of Brooklyn serves 200 MICA (mentally ill chemical abusing) men.

The person filling this position is expected, under general supervision, to: (1) immediately formulate a plan and prepare clients for permanent housing placement; (2) engage individuals requiring social service assistance; (3) interview and evaluate clients, formulate Independent Living Plans and goals; and (4) locate and refer to appropriate community resources for clients.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and two years of applicable experience and/or equivalent experience.

## **OTHER REQUIREMENTS:**

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

## **CASE MANAGER II (HOUSING), ATLANTIC HOUSE MEN'S SHELTER**

### **BILINGUAL ENGLISH/SPANISH PREFERRED**

CAMBA's Atlantic House Men's Shelter located in the Brownsville section of Brooklyn serves 200 MICA (mentally ill chemical abusing) men.

The person filling this position is expected, under general supervision, to: (1) immediately formulate a plan and prepare clients for permanent housing placement; (2) engage individuals requiring social service assistance; (3) interview and evaluate clients, formulate Independent Living Plans and goals; and (4) locate and refer to appropriate community resources for clients.

The minimum qualification for this position is bachelor's degree (e. g., B.A., B.S.W.) and two years of applicable experience and/or equivalent experience.

Other requirements:

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

## **CASE MANAGER II (HOUSING), BROADWAY HOUSE WOMEN'S SHELTER**

### **BILINGUAL ENGLISH/SPANISH PREFERRED**

The **Broadway House Women's Shelter** located in the Bushwick section of Brooklyn serves 165 women, approximately 37 of whom are MICA.

The person filling this position is expected, under general supervision, to: (1) immediately formulate a plan and

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prepare clients for permanent housing placement; (2) engage individuals requiring social service assistance; (3) interview and evaluate clients, formulate Independent Living Plans and goals; and (4) locate and refer to appropriate community resources for clients.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and two years of applicable experience and/or equivalent experience.

**OTHER REQUIREMENTS:**

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

**CASE MANAGER II (HOUSING), MAGNOLIA HOUSE WOMEN'S SHELTER**

**BILINGUAL ENGLISH/SPANISH PREFERRED**

**CAMBA's Magnolia House** located in the Brownsville section of Brooklyn serves 200 MICA women.

The person filling this position is expected, under general supervision, to: (1) immediately formulate a plan and prepare clients for permanent housing placement; (2) engage individuals requiring social service assistance; (3) interview and evaluate clients, formulate Independent Living Plans and goals; and (4) locate and refer to appropriate community resources for clients.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and two years of applicable experience and/or equivalent experience.

**OTHER REQUIREMENTS:**

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

**CASE MANAGER II (MICA), MAGNOLIA HOUSE WOMEN'S SHELTER**

**BILINGUAL ENGLISH/SPANISH PREFERRED**

**CAMBA's Magnolia House** is located in the Brownsville section of Brooklyn serves 200 single women at any given time. The majority of these clients are diagnosed with mental illness, some dually with chemical addictions as well.

The person filling this position is expected, under general supervision, to: (1) aid individuals requiring social service assistance; (2) interview and evaluate clients and formulate Independent living plans and aid client to implement goals; (3) locate and make use of appropriate community resources for clients.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and two years of applicable experience and/or equivalent experience.

**OTHER REQUIREMENTS:** Bi-lingual preferred.

**CASE MANAGER II, HARLEM HOUSING SUPPORTIVE HOUSING PROGRAM**

CAMBA Harlem Housing Supportive Housing Program: is a collaboration of two buildings (James Bryant Homes and Vincent Cyrus Plaza 73) which were developed and are operated by the Addiction Rehabilitation Center Foundation, Inc., a nonprofit agency. CAMBA Harlem Housing is comprised of two residential buildings located on East 129th street and the corner of Madison Avenue (JBH) and East 128th street between Madison and Park Avenues (VCP 73) in the East Harlem section of Manhattan. The facilities will provide a combined 92 units of supportive housing to homeless or at-risk of homelessness, single adults (age 18 and over) diagnosed with HIV/AIDS, serious mental illness (SMI) or who are diagnosed as mentally ill and chemically addicted (MICA), currently known as persons with co-occurring disorders. CAMBA, Inc. is the on-site services provider at CAMBA Harlem Housing and provides case management and security services.

The person filling this position is expected, under general supervision, to: (1) aid individuals and/or families requiring

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social service assistance; (2) interview and evaluate applicants for services, formulate service plans and goals, and aid clients to implement service plans; (3) locate and make use of appropriate community resources for clients; (4) evaluate actual living conditions of clients through home visits.

The minimum qualification for this position is bachelor's degree (e. g., B.A., B.S.W.) and two years of applicable experience and/or equivalent experience.

Other requirements: Experience working with persons with homeless, HIV, mental illness, and/or substance abuse histories.

## CASE MANAGER II, HEALTH HOME

### BILINGUAL ENGLISH/SPANISH/CREOLE/RUSSIAN

The person filling this position is expected, under general direction, to:

1. Aid individuals requiring social service assistance (entitlements, housing etc.)
2. Connect clients to medical and behavioral health providers
3. Formulate service plans and goals, and aid clients to implement service plans
4. Create and maintain client files
5. Work with clients to break through barriers to client goals
6. Monitor client's progress towards their service plan goals via regularly scheduled telephone contact and/or face to face home and office visits
7. Document service plan outcomes and detailed progress notes
8. Evaluate actual living conditions of clients through home visits
9. Escort clients to appointments (educational, medical, social services)
10. Manage a case load of at least 50 clients
11. Document progress notes, service plans and assessments in different databases
12. Submit all the required documentation within 24 hrs. from the service provision
13. Conduct regular case conferences with clients and their providers

Educational Experience required:

Bachelor's degree (B.A. or B.S.W) and two years of applicable experience and/or equivalent experience.

Please do not apply if you do not meet the requirements.

Other requirements:

Bilingual English with any of the following languages: Spanish, Russian, Haitian-Creole. Please submit cover letter with salary requirements when submitting your resume.

Program: CAMBA's Health Homes program is an innovative new model of care management focused on improving the health outcomes for individuals with multiple chronic illness and severe mental illness. The primary goals are to connect and maintain primary medical care, prevent emergency room usage, hospital stays and/or reduce the length of hospitalizations.

In addition to e-mailing [submitresumes@CAMBA.org](mailto:submitresumes@CAMBA.org), please e-mail [leonoras@CAMBA.org](mailto:leonoras@CAMBA.org)

## CASE MANAGER II, SCATTERED SITE HOUSING PROGRAM (SSHP) - QUEENS

The **Scattered Site Housing Program (SSHP) – Queens** is a community based, permanent, independent apartment housing program for HIV/AIDS Services Administration (HASA) clients. This program provides 140 units of scattered site housing and all units are leased in the agency's name. Seventy-five percent of the units are for single individuals and twenty-five percent are for families. Both case management and housing maintenance services are provided. In addition, clients receive partial financial assistance with their utility bills. Clients with income other than Public Assistance must pay thirty percent of their household's income to the program as rent.

The person filling this position is expected, under general direction, to: (1) aid individuals and/or families requiring social service assistance; (2) interview and evaluate applicants for services, formulate service plans and goals, and aid clients to implement service plans; (3) locate and make use of appropriate community resources for clients; and



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(4) evaluate actual living conditions of clients through home visits.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and two years of applicable experience and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Knowledge about, understanding of, and ability to work closely with, persons with HIV/AIDS and related issues.

## **CASE MANAGER II, VPIS-DOMESTIC VIOLENCE EMPOWERMENT INITIATIVES CONTRACT (DOVES)**

### **TEMPORARY**

CAMBA's Violence Prevention and Intervention Services (VPIS) serves victims of violent crimes, domestic violence, sexual assault and/or those affected by violence. VPIS provides clients with assistance in processing Crime Victims Board Compensation Claims; individual and group counseling; support groups, housing assistance, emergency assistance, advocacy, information and referral services; and access to a Brooklyn-based 24-hour (7-day a week) rape crisis counseling hotline. Utilizing a family-centered and strength-based approach, teens, adults, seniors, immigrant women and their families affected by violence or facing potentially violent situations can also access a broad range of violence intervention, prevention and education services where they will demonstrate the ability to recognize, diffuse, and/or avoid violent situations.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) interview and evaluate applicants for services, formulate service plans and goals, and aid clients to implement service plans; (3) locate and make use of appropriate community resources for clients; etc.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) and 2 years of applicable experience and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Work one evening a week expected

Knowledge and understanding of domestic violence and sexual assault victims preferred.

## **CASE MANAGER, CAMBA'S HEALTHY FAMILIES/BROOKLYN HEALTHY START**

**CAMBA's Healthy Families Program** reaches out to families living in zip code 11226 (Flatbush) to identify and address financial or emotional stress or other family risk factors that may exist at the time of pregnancy and birth. In the case of existing risk to an infant's health or psychological development, eligible participants have the option of receiving home visiting services. Program services are free and focus on parent/child interaction, effective parent/child bonding, and overall family support. These services may be utilized on a short or long term basis, and are available up to the child's fifth birthday. The Fund for Public Health through the **Healthy Start Brooklyn Project** provides funding to enhance the Healthy Families program. HSB seeks to reduce infant mortality, improve maternal and infant health outcomes, and reduce health disparities. HSB supports the provision of services to at-risk pregnant, postpartum, and interconceptional women and their infants and families in zip codes 11207, 11208, 11212, 11216, 11221, 11233 and 11226. The person filling this position is expected, under close supervision, to: (1) aid individuals and/or families (i.e., at-risk pregnant, postpartum and interconceptional women and their infants) requiring social service assistance; (2) interview and evaluate applicants for services to determine care coordination needs, formulate service plans and goals, and aid participants to implement service plans; (3) locate and make use of appropriate community resources for participants; (4) evaluate actual living conditions of participants through home visits.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High School diploma or GED and 4 years of experience and/or equivalent experience.

**OTHER REQUIREMENTS:** Bi-lingual English/Spanish preferred.

## **CASE MANAGER, HEALTH HOME**

### **BI-LINGUAL ENGLISH/SPANISH/RUSSIAN/CREOLE**

CAMBA's Health Home program is an innovative new model of care management focused on improving the health

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outcomes for individuals with severe mental illness & other complex chronic illnesses through coordinated networks of medical, psychiatric, behavioral health, social service & housing providers. Staff will use cutting-edge health information technology & a unified plan of care to ensure all clients connect to & maintain primary medical care, prevent hospital stays, &/or reduce the length of hospitalizations. CAMBA's participation in health home places it at the forefront of a broad system wide change that will have a significant impact on many human services sectors. The person filling this position is expected, under general supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) interview and evaluate applicants for services, formulate service plans and goals, and aid clients to implement service plans; (3) locate and make use of appropriate community resources for clients; (4) evaluate actual living conditions of clients through home visits; etc. The minimum qualification for this position is a HS Diploma or GED and two years of applicable experience and/or equivalent experience.

## **CASE MANAGER, CITYWIDE SCATTERED SITE HOUSING PROGRAM**

**Citywide Scattered Site Housing Program:** CAMBA's Citywide Scattered Site Housing Program provides a total of 52 units of scattered site housing to chronically homeless individuals with serious and persistent mental illness. The apartments are located throughout New York City. Program clients receive case management services. Clients contribute 30% of their income for rent. The person filling this position is expected, under general supervision, to: (1) aid individuals requiring social service assistance; (2) in collaboration with clients interview/ evaluate applicants for services and formulate service plans to include short-term and long-term client goals; (3) assist clients in identifying and locating community resources and make use of appropriate community resources for clients by making referrals to appropriate services both within and outside CAMBA.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree in SW or mental health and/or 2 years of experience working in case management or mental health services and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Strong knowledge of mental health diagnosis and resources. Knowledge about, understanding of, and ability to work closely with, persons with mental illness and substance abuse. Proven experience working with SPMI population.

## **CASE MANAGER/FAMILY ASSESSMENT WORKER/FAMILY SUPPORT WORKER, HEALTHY FAMILIES**

**CAMBA's Healthy Families Program** (MIECHV) reaches out to families living in zip code 11233 to identify and address financial or emotional stress or other family risk factors that may exist at the time of pregnancy and birth. In the case of existing risk to an infant's health or psychological development, eligible clients have the option of receiving home visiting services. Program services are free and focus on parent/child interaction, effective parent/child bonding, and overall family support. These services may be utilized on a short or long term basis, and are available up to the child's fifth birthday.

**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) interview and evaluate applicants for services, formulate service plans and goals, and aid participants to implement service plans; (3) locate and make use of appropriate community resources for participants; (4) evaluate actual living conditions of participants through home visits.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High School diploma or GED and 4 years of experience and/or equivalent experience.

## **CASE MANAGER/FAMILY SUPPORT WORKER, CAMBA'S HEALTHY FAMILIES PROGRAM**

### **BI-LINGUAL ENGLISH/SPANISH**

**CAMBA's Healthy Families Program** reaches out to families living in zip code 11226 and 11233 to identify and address financial or emotional stress or other family risk factors that may exist at the time of pregnancy and birth. In the case of existing risk to an infant's health or psychological development, eligible clients have the option of receiving home visiting services. Program services are free and focus on parent/child interaction, effective parent/child bonding, and overall family support. These services may be utilized on a short or long term basis, and are available up to the child's fifth birthday.

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**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) interview and evaluate applicants for services, formulate service plans and goals, and aid clients to implement service plans; (3) locate and make use of appropriate community resources for participants; (4) evaluate actual living conditions of participants through home visits.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High School diploma or GED and 4 years of experience working with, or assisting at-risk children and families in a community setting.

**OTHER REQUIREMENTS:** Bilingual Spanish-English required for this position.

## **CLIENT ADVOCATE I, EVICTION PREVENTION UNIT**

Located on-site in HRA Income Support Centers and Job Centers in Brooklyn, CAMBA's **Eviction Prevention Unit (EPU)** is targeted to 1,500 clients yearly at risk of becoming homeless, whose problems cannot be solved by the general Center staff. CAMBA's EPU staff members help clients stabilize their housing and financial situations by providing welfare advocacy, assistance applying for housing benefits and other rental arrears assistance, as well as referrals to legal services that will help them resolve problems with government benefits and housing. The program also makes referrals to other needed benefits and services to enhance housing stability, foster self-sufficiency and improve family functioning.

The person filling this position is expected, under close supervision, to: (1) Serve as a client liaison with outside organizations regarding such matters as education, healthcare, housing, social services, legal issues, etc; and (2) assist clients in attaining their goals by identifying and locating community resources for clients and by making referrals to appropriate services both within and outside CAMBA.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and/or equivalent experience.

**OTHER REQUIREMENTS:**

Program is located in community-based setting. Client Advocates must be able to adapt to the culture and environment of the location. Bilingual English/Spanish and/or Haitian Creole preferred.

## **CLIENT ADVOCATE II (HOUSING SPECIALIST), THE KENSINGTON**

CAMBA's new Family Shelter in Central Brooklyn is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 64 families who are in a transitional residence program for homeless families. The five story facility has rooms of various sizes, common areas and provides on-site security and social services.

**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) assist case managers by being a client liaison with outside organizations regarding such-matters as education, healthcare, housing, social services, legal issues, etc housing and public benefits; (2) assist clients in attaining their Housing and Entitlements related goals by identifying and locating community resources for clients and by making referrals to appropriate services both within and outside CAMBA.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D and two years of applicable experience and/or equivalent experience.

**OTHER REQUIREMENTS:**

Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.

## **CLIENT ADVOCATE II (HOUSING), HOMELESS PREVENTION INITIATIVE (HOMEBASE)**

HomeBase will be working to re-house families with children and adult families in NYC. The goal is to re-house families within 30 days of being found eligible for HomeBase services. This initiative will result in improved outcomes for the households who quickly return to permanent housing, as well as significant cost savings for the city. HomeBase will engage referred clients in a housing placement plan, working with the family to determine eligibility for subsidies and other permanent placement resources. HomeBase case management staff will continue to provide

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intake, case management and support services. Working together, social service staff help a family become housing-ready, and HomeBase will help them become permanently housed.

The person filling this position is expected, under close supervision, to: (1) assist case managers by being a client liaison with outside organizations regarding such matters as housing; (2) assist clients in attaining their goals by identifying and locating housing sources for clients and by making referrals to appropriate services both within and outside CAMBA.

The minimum qualification for this position is High school diploma or G.E.D and two years of applicable experience and/or equivalent experience.

## CLIENT ADVOCATE II, ATLANTIC HOUSE MEN'S SHELTER

**CAMBA's Atlantic House Men's Shelter** located in the Brownsville section of Brooklyn serves 200 MICA (mentally ill chemical abusing) men.

The person filling this position is expected, under close supervision, to: (1) assist program staff by being a client liaison with outside organizations regarding such matters as housing, education, healthcare, social services, legal issues, etc; and (2) assist clients in attaining their goals by identifying and locating community resources and by referring clients to appropriate services both within and outside CAMBA.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and two (2) years of applicable experience and/or equivalent experience.

### **OTHER REQUIREMENTS:**

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

Evening hours/flexible. Schedule may include weekend day.

## CLIENT ADVOCATE II, FLAGSTONE FAMILY CENTER

### **BI-LINGUAL SPANISH PREFERRED**

The Flagstone Family Center provides comprehensive case management services to 160 families who are in a Tier II transitional residence program for homeless families. The facility consists of eight (8) four (4) story walk up apartment buildings on the east and west sides of the street. There will be two main entrances: one for the east side of the street and one for the west. Each building contains 20 apartments of varying sizes, each fully self-contained.

The person filling this position is expected, under close supervision, to: (1) assist case managers by being a client liaison with outside organizations regarding such matters as education, healthcare, housing, social services, legal issues, etc housing and public benefits; (2) assist clients in attaining their Housing and Entitlements related goals by identifying and locating community resources for clients and by making referrals to appropriate services both within and outside CAMBA.

The minimum qualification for this position is high school diploma or G.E.D and two years of applicable experience and/or equivalent experience.

## CLIENT ADVOCATE II, HEALTH HOME

### **BI-LINGUAL SPANISH/CREOLE/RUSSIAN PREFERRED**

CAMBA's Health Home program is an innovative new model of care management focused on improving the health outcomes for individuals with severe mental illness & other complex chronic illnesses through coordinated networks of medical, psychiatric, behavioral health, social service & housing providers. Staff will use cutting-edge health information technology & a unified plan of care to ensure all clients connect to & maintain primary medical care, prevent hospital stays, &/or reduce the length of hospitalizations. CAMBA's participation in health home places it at

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the forefront of a broad system wide change that will have a significant impact on many human services sectors.

The person filling this position is expected, under close supervision, to (1) conduct outreach activities to identify and enroll eligible individuals; and (2) assist eligible clients in attaining their goals by identifying and locating community resources for clients and by making referrals to appropriate services both within and outside CAMBA; etc.

The minimum qualification for this position is a High school diploma or G.E.D. and at least one year of applicable experience and/or equivalent experience; Ability to utilize CAMBA vehicle and/or public transportation to navigate the boroughs of New York City; Must have Valid New York State Driver's License and excellent driving history.

## CLIENT ADVOCATE II, MAGNOLIA HOUSE WOMEN'S SHELTER

**CAMBA's Magnolia House** located in the Brownsville section of Brooklyn serves 200 MICA women.

The person filling this position is expected, under close supervision, to: (1) assist program staff by being a client liaison with outside organizations regarding such matters as housing, education, healthcare, social services, legal issues, etc; and (2) assist clients in attaining their goals by identifying and locating community resources and by referring clients to appropriate services both within and outside CAMBA.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and two (2) years of applicable experience and/or equivalent experience.

### **OTHER REQUIREMENTS:**

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

Evening hours/flexible. Schedule may include weekend day.

## CLIENT ADVOCATE II, WORKFORCE DEVELOPMENT/ROCKAWAY ADVANCED INITIATIVE

The CAMBA Advancing the Rockaways Program will provide intensive workforce development and employment support services to residents of Far Rockaway. This program will serve low-income residents throughout FR with an emphasis on NYCHA residents. Services will also be broadly available to area residents in the surrounding community.

The person filling this position is expected, under close supervision, to: (1) conduct outreach activities to identify and enroll eligible individuals; and (2) assist eligible clients in attaining their goals by identifying and locating community resources for clients and by making referrals to appropriate services both within and outside CAMBA.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and at least one year of applicable experience and/or equivalent experience.

Please note, this position is in Far Rockaway.

## CLIENT ADVOCATE, DEPARTMENT OF CRIMINAL JUSTICE/RAPE CRISIS SERVICES

### **TEMPORARY**

CAMBA's Violence Prevention and Intervention Services (VPIS) serve victims of violent crimes, domestic violence, sexual assault and/or those affected by violence. VPIS provides clients with assistance in processing Office of Victim Services Compensation Claims; individual and group counseling; support groups, housing assistance, emergency assistance, advocacy, information and referral services; and access to a Brooklyn-based 24-hour (7-day a week) rape crisis counseling hotline. Utilizing a family-centered and strength-based approach, teens, adults, seniors, immigrant women and their families affected by violence or facing potentially violent situations can also access a broad range of violence intervention, prevention and education services where they will demonstrate the ability to recognize, diffuse, and/or avoid violent situations.

**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) assist Crisis Counselor by being a client liaison with outside organizations regarding such matters as education,

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healthcare, housing, social services, legal issues, etc; (2) assist clients in attaining their goals by identifying and locating community resources for clients and by making referrals to appropriate services both within and outside CAMBA.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High School diploma or G.E.D. and 2 years of applicable experience and/or equivalent experience. BA preferred.

## **OTHER REQUIREMENTS:**

Previous experience serving victim survivors of sexual assault and knowledge of the effects on victim survivors and their families a must.

Experience in preparing and delivering outreach presentations. Crisis counseling experience preferred.

Bilingual Spanish/ English a plus.

## **COUNSELOR I, CASE MANAGEMENT AND HEALTH EDUCATION SERVICES PROGRAM**

### **BI-LINGUAL ENGLISH/SPANISH**

CAMBA's **Case Management and Health Education Services Program (CHES)** provides community based HIV/AIDS case management and health education services that focus on People Living with HIV/AIDS (PLWHA), that have either fallen out of or are sporadically engaged in HIV care and treatment. This dynamic model of case management and health education services will actively address the multiple needs of PLWHA and remove the barriers that prevent retention in care and treatment. The program will service people living with HIV/AIDS in Brooklyn that are not Medicaid eligible. These will include both unauthorized immigrants and people whose income makes them ineligible for Medicaid, but who cannot afford private insurance. This case management model serves as a bridge to help consumers learn to navigate the health care and support system and gain the knowledge and skills necessary to effectively self-manage their care. It also helps support consumer entry into the full continuum of care that is available. Case management efforts must focus on improving health outcomes, ultimately leading to viral suppression.

**Essential Duties and Responsibilities:** The person filling this position will be expected to provide group and individual health education both in English and Spanish.

## **EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (B.A., B.S.) and two years of applicable experience and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Knowledge about, understanding of, and ability to work closely with, persons with HIV/AIDS and related issues.

Two to three years of experience facilitating group and individual health education services.

Effective communication skills and culturally and linguistically competent.

## **COUNSELOR II, DEPARTMENT OF CRIMINAL JUSTICE/RAPE CRISIS SERVICES**

### **TEMPORARY**

CAMBA's Violence Prevention and Intervention Services (VPIS) serves victims of violent crimes, domestic violence, sexual assault and/or those affected by violence. VPIS provides clients with assistance in processing Office of Victim Services Compensation Claims; individual and group counseling; support groups, housing assistance, emergency assistance, advocacy, information and referral services; and access to a Brooklyn-based 24-hour (7-day a week) rape crisis hotline. Utilizing a family-centered and strength-based approach, teens, adults, seniors, immigrant women and their families affected by violence or facing potentially violent situations can also access a broad range of violence intervention, prevention and education services where they will demonstrate the ability to recognize, diffuse, and/or avoid violent situations.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to: (1) provide individual and/or group counseling services to assist clients and their families to achieve healthy relationships, emotional stability, personal development and/or adjustment; and, (2) counsel clients regarding issues such as: abusive behavior, family dynamics, healthy personal choices, substance abuse, mental and physical



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health/trauma related issues.

## **EDUCATION/EXPERIENCE REQUIRED:**

Licensed Master of Social Work (LMSW) required.

## **OTHER REQUIREMENTS:**

Experience in preparing and delivering training education on sexual assault.

Knowledge and understanding of sexual assault and trauma and the effects on victims and their families.

Crisis counseling and hotline experience preferred.

Bilingual Spanish/English a plus.

## **COUNSELOR II, THE SUPPORTIVE COUNSELING FAMILY STABILIZATION**

**The Supportive Counseling Family Stabilization Program (SCF)** provides supportive, clinical, and low-threshold case management services to 100 persons living with HIV/AIDS (PLWHA) and their families. The primary goal is to provide support, stability, and reduce stressors, to ensure that our clients have access to and successfully maintain their connection to primary health care. The program's core services include: 1.) weekly support groups to assist clients with developing ways of coping, reducing stress, building social and peer support, and relationship skills; 2.) individual supportive counseling on topics such as; HIV disclosure to partners and family members, harm reduction skills building, and treatment adherence; 3) family counseling on topics that include improving communication, developing and strengthening relationships, and increasing safer sex practices; and 4) low-threshold case management services to assist clients in reducing barriers to care, to coordinate care with other providers, and to access support services for immigrant clients. The main goal of SCF is to ensure that clients access and maintain connection with HIV primary care and necessary supportive services. To ensure that our clients reach their service plan goals our Counselors and Client Advocate/Peer Educator are available to accompany clients to their primary care and other service appointments. Interpretation services are provided on an as-needed basis. The person filling this position is expected, under general supervision, to: (1) provide individual and/or group counseling services to assist individuals and their families to achieve effective personal development and adjustment; and (2) counsel clients in dealing with such issues as: behavior, educational progress, family dynamics, mental and physical health, housing, personal finances, substance abuse, mental and/or physical trauma, etc.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (B.A., B.S.W.) in social work, psychology, or a related field and five years of applicable experience and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Knowledge about, understanding of, and ability to work closely with, persons with HIV/AIDS and related issues.

Bilingual (English/Spanish) preferred.

Highly motivated and works collaboratively in a team environment.

Ability to work with people from many different racial, cultural, and ethnic backgrounds.

Experience with HIV prevention and counseling is desirable.

Demonstrated ability in group facilitation and individual counseling is strongly preferred.

Understanding of issues impacting lesbian, gay, bisexual, and transgender (LGBT) individuals and families.

## **DRIVER/MAINTENANCE WORKER I, HOMEBASE**

**Homelessness Prevention Initiative (HomeBase)** is a CAMBA program that provides case management and essential services to 4,000 at-risk individuals and families in Brooklyn and Staten Island to prevent homelessness. Individuals and families receive services that help them overcome problems with public benefits, housing, education, health care and other issues that could impede their ability to maintain stable households.

The person filling this position is expected, under close supervision, to: (1) operate a variety of company vehicles to transport passengers such as clients, employees, and/or supplies and materials; (2) Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, common areas and other work areas; (3) sweep, vacuum, scrub, mop, wax, polish and/or buff floors; (4) make repairs, paint, and perform various tasks to maintain the organization's physical facilities; (5) load, unload, and carry furniture and supplies up stairs and move furniture and supplies as needed; (6) clean exterior grounds, sidewalks and dumpster; (7) fulfill courier/messenger tasks in addition to

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maintenance tasks.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Sufficient education and technical expertise: to comprehend written and oral instructions (work orders); to accomplish maintenance tasks; and to document accomplished tasks.

## **OTHER REQUIREMENTS**

Must have Valid New York State Driver's License and excellent driving history.

Must complete NYS Approved Defensive Driving Classes every 3 years.

Must take Refresher Computerized Defensive Driver class

Must remain insurable based on CAMBA's point system throughout the duration of employment.

If required to drive 15 passenger van, must score at least 80% on computerized 15 passenger van improvement test every year.

If required to drive 15 passenger van, must pass an observed Van Road Test

Acknowledge review of CAMBA's Transportation Policy

## **DRIVER/MAINTENANCE WORKER I, JUSTICE INVOLVED SUPPORTIVE HOUSING PROGRAM**

### **TEMPORARY**

**CAMBA's Justice Involved Supported Housing Initiative (JISH)** provides 30 units of scattered site supportive housing to homeless individuals with a probable mental health illness and/or a substance use disorder, with recent histories of cycling through the NYC criminal justice and shelter system. Three (3) units will be set aside for direct referrals for individuals entering an Alternative-to-Detention (ADT) and/or Alternative-to-Incarceration (ATI) program.

The person filling this position is expected, under close supervision, to: (1) operate a variety of company vehicles to transport passengers such as clients, employees, and/or supplies and materials; (2) make repairs, paint, and perform other upkeep functions to maintain the organization's physical facilities, and clients' apartments; (3) load, unload, and carry furniture and supplies up stairs and move furniture and supplies as needed; (4) clean exterior grounds around building and dumpster; (5) fulfill security and/or courier/messenger or marketing tasks in addition to maintenance tasks.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Sufficient education and technical expertise: to comprehend written and oral instructions (work orders); to accomplish maintenance tasks; and to document accomplished tasks.

## **OTHER REQUIREMENTS**

Knowledge about, understanding of, and at least one year of experience working with, persons with HIV/AIDS and related issues.

Must have Valid New York State Driver's License and excellent driving history.

Must complete NYS Approved Defensive Driving Classes every 3 years.

Must take Refresher Computerized Defensive Driver class

Must remain insurable based on CAMBA's point system throughout the duration of employment.

If required to drive 15 passenger van, must score at least 80% on computerized 15 passenger van improvement test every year.

If required to drive 15 passenger van, must pass an observed Van Road Test

Acknowledge review of CAMBA's Transportation Policy.

This is a temporary position for 6 months.

## **DRIVER/MAINTENANCE WORKER I, THE GATHERING PLACE DROP-IN CENTER**

The Gathering Place located in the Brownsville section of Brooklyn is a drop-in center serving 75 homeless men and women.

The person filling this position is expected, under close supervision, to: (1) operate a variety of company vehicles to transport passengers such as clients, employees, and/or supplies and materials; (2) make repairs, paint, and perform other upkeep functions to maintain the organization's physical facilities, and clients' apartments; (3) load, unload, and carry furniture and supplies up stairs and move furniture and supplies as needed; (4) clean exterior grounds around building and dumpster; (5) fulfill security and/or courier/messenger or marketing tasks in addition to maintenance tasks; etc.

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The minimum qualification for this position is sufficient education and technical expertise to comprehend written and oral instructions (work orders); to accomplish maintenance tasks; and to document accomplished tasks.

Other requirements:

Must have Valid New York State Driver's License and excellent driving history.

Must complete NYS Approved Defensive Driving Classes every 3 years.

Must take Refresher Computerized Defensive Driver class

Must remain insurable based on CAMBA's point system throughout the duration of employment.

If required to drive 15 passenger van, must score at least 80% on computerized 15 passenger van improvement test every year.

If required to drive 15 passenger van, must pass an observed Van Road Test

Acknowledge review of CAMBA's Transportation Policy.

Schedule Available

Friday - Tuesday, 1pm-9pm

## DRIVER/MAINTENANCE WORKER I, THE KENSINGTON

CAMBA's new Family Shelter in Central Brooklyn is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 64 families who are in a transitional residence program for homeless families. The five story facility has rooms of various sizes, common areas and provides on-site security and social services.

**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) operate a variety of company vehicles to transport passengers such as clients, employees, and/or supplies and materials; (2) make repairs, paint, and perform other upkeep functions to maintain the organization's physical facilities, and clients' apartments; (3) load, unload, and carry furniture, client belongings and supplies up stairs and move furniture and supplies as needed; (4) clean exterior grounds around building and dumpster; (5) fulfill courier/messenger tasks in addition to maintenance tasks.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Sufficient education and technical expertise to comprehend written and oral instructions (work orders); to accomplish maintenance tasks; and to document accomplished tasks.

### **OTHER REQUIREMENTS**

Must have Valid New York State Driver's License and excellent driving history.

Must complete NYS Approved Defensive Driving Classes every 3 years.

Must take Refresher Computerized Defensive Driver class

Must remain insurable based on CAMBA's point system throughout the duration of employment.

If required to drive 15 passenger van, must score at least 80% on computerized 15 passenger van improvement test every year.

If required to drive 15 passenger van, must pass an observed Van Road Test

Acknowledge review of CAMBA's Transportation Policy

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.

## JOB DEVELOPER I, REFUGEE SERVICES/WORKFORCE DEVELOPMENT

CAMBA's comprehensive Workforce Development programs annually provide over 1,800 low income community members with employment, education, training, benefits access, financial literacy and English language services. CAMBA specializes in assisting those with special barriers to employment including low skilled workers, long-term unemployed, immigrants and refugees, limited English speakers, formerly homeless, seniors, formerly incarcerated, trauma survivors and victims of human trafficking. These programs are performance-based, and success is measured by meeting enrollment, employment placement, training, retention and case management goals.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to: (1) develop and maintain employer relationships with the goal of identifying and meeting their HR needs; (2) match

# CAMBA Career Opportunities

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appropriate clients with appropriate job openings and arrange for interviews; and (3) persuade both prospective employers and client applicants of the features and advantages of CAMBA's job placement services, with a view toward long-term retention.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and two years of applicable experience or Bachelor's degree (B.A.) and/or equivalent experience.

## **JOB DEVELOPER, LEARNING TO WORK FOR TRANSFER SCHOOLS AT LIBERATION DIPLOMA PLUS HIGH SCHOOL**

The **Learning to Work (LTW) for Transfer Schools** Program will provide services to 150-200 students, ages 15-21 who are over-aged for grade, under-credited, and have spent at least one year in another high school to earn a high school diploma and gain valuable vocational and life skills supports. Using the Primary Person Model, each student will have a Career Advocate who will: guide students towards removing barriers toward graduation, engage students in college preparatory activities, provide supportive services, and increase self-direction and self-sufficiency through meaningful career exploration experiences, including subsidized internship placements for 75 students.

The person filling this position is expected, under general supervision, to: (1) develop and maintain employer relationships with the goal of identifying and meeting their HR needs; (2) match appropriate students with appropriate internship openings and arrange for interviews; and (3) inform prospective employers and student applicants of the features and advantages of CAMBA's internship placement services.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and two years of applicable experience or BA and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Must obtain Dept. of Education fingerprint clearance.

Ability to maintain fingerprint clearance throughout the duration of employment.

Ability to adapt to the culture and environment of a public school.

## **MAINTENANCE WORKER I, ATLANTIC HOUSE SHELTER FOR MEN**

**CAMBA's Atlantic House Men's Shelter** located in the Brownsville section of Brooklyn serves 200 MICA (mentally ill chemical abusing) men.

**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, common areas and other work areas; (2) sweep, vacuum, scrub, mop, wax, polish and/or buff floors; (3) make repairs, paint, and perform various tasks to maintain the organization's physical facilities; (4) load, unload, and carry furniture, client belongings and supplies up stairs and move furniture and supplies as needed; (5) clean exterior grounds, sidewalks and dumpster; (6) fulfill courier/messenger tasks in addition to maintenance tasks.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Sufficient education and technical expertise to comprehend written and oral instructions (work orders); to accomplish maintenance tasks; and to document accomplished tasks.

## **OTHER REQUIREMENTS:**

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

## **MAINTENANCE WORKER I, PARK SLOPE SHELTER FOR WOMEN**

# CAMBA Career Opportunities

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The **Park Slope Shelter for Women** located at the Park Slope Armory in Brooklyn serves 100 MICA women. The person filling this position is expected, under close supervision, to: (1) Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, common areas and other work areas; (2) sweep, vacuum, scrub, mop, wax, polish and/or buff floors; (3) make repairs, paint, and perform various tasks to maintain the organization's physical facilities; (4) load, unload, and carry furniture, client belongings and supplies up stairs and move furniture and supplies as needed; (5) clean exterior grounds, sidewalks and dumpster; (6) fulfill courier/messenger tasks in addition to maintenance tasks; etc.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Sufficient education and technical expertise to comprehend written and oral instructions (work orders); to accomplish maintenance tasks; and to document accomplished tasks.

**OTHER REQUIREMENTS:**

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention. Bi-lingual preferred.

**NUTRITIONIST, GABRIEL HOUSE SUPPORTIVE HOUSING PROGRAM**

**Gabriel House Supportive Housing Program:** a building which was developed and is operated by the Addiction Rehabilitation Center Foundation, Inc., a nonprofit agency. Gabriel House is a residential building located on West 122nd street and the corner of Adam Clayton Powell Jr. Blvd in the Central Harlem section of Manhattan. The facility will provide 30 units of supportive housing to homeless or at-risk of homelessness, single adults (age 18 and over) diagnosed with HIV/AIDS, serious mental illness (SMI) or who are diagnosed as mentally ill and chemically addicted (MICA), currently known as persons with co-occurring disorders. CAMBA, Inc. is the on-site services provider at Gabriel House and provides case management and 24/7 security.

The person filling this position is expected, under close supervision, to: (1) identify patients with nutritional risk using scoring guidelines and initiates referrals for dietetic assessment; and (2) institute basic nutrition plans including individualized meal plans.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Registered dietician with two years experience.

**OTHER REQUIREMENTS:**

Knowledge about, understanding of, and ability to work closely with, persons with HIV/AIDS and related issues.

**OUTREACH WORKER, CAMBA'S CURE VIOLENCE PROGRAM**

**CAMBA's Cure Violence Program** works with 16 – 24 year old at risk youths who are or may have potentially been involved in street violence, community residents, businesses and community-based organizations to implement Cure Violence: The Campaign to Stop the Shooting. Cure Violence is a public health strategy to reduce and prevent shootings and killings. This program will focus on a defined area identified as a "hot spot" in Brownsville, Brooklyn for shooting violence within the 73<sup>rd</sup> Precinct. The program works to prevent gun violence by: 1) mediating conflicts that may end in gun violence, 2) changing the thinking of individuals who are most at risk of being victims or perpetrators of violence, and 3) working closely with a broad coalition of local partners to promote a visible community-wide message that shooting is unacceptable behavior.

The person filling this position is expected, under close supervision, to: (1) aid individuals and/or families requiring social service assistance; (2) interview and evaluate applicants for services, formulate service plans and goals, and aid participants to implement service plans; (3) locate and make use of appropriate community resources for participants; (4) evaluate actual living conditions of participants through home visits.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:** Bachelor's Degree (B.A.) and/or equivalent experience.

**OTHER REQUIREMENTS:**

Equally at home conversing with gang members, community activists, law enforcement personnel, and public officials.

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Subject to a criminal background check and random drug testing.

No pending criminal cases or prior convictions for sexual assault, child abuse or domestic violence or history thereof.

Strong knowledge of the Brownsville community.

Familiarity with Brownsville 73<sup>rd</sup> Police Precinct community challenges of teens and young adults there; strongly preferred.

Ability to work a flexible schedule including morning, evening and weekends as needed.

Must have understanding of, sensitivity and commitment to working with families of youth that have experienced gun related trauma.

Case Managers should be prepared for various outdoor weather conditions during their regular workday.

## PARALEGAL, CAMBA LEGAL SERVICES - HOUSING UNIT

**CAMBA Legal Services, Inc. (CLS)** is the legal services arm of CAMBA, Inc. CLS provides free civil legal services to low-income New Yorkers in the areas of consumer law, foreclosure prevention, immigration, housing law, and domestic violence assistance. In addition to providing direct representation and providing legal advice and counsel to thousands of clients, CAMBA attorneys also engage in legislative advocacy, impact litigation in both state and federal court, provide community education and offer expert training on a wide range of issues, services that allow members of our community improve their lives. The person filling this position is expected, under general supervision, to: (1) research the law; (2) investigate facts; (3) prepare documents to assist attorneys; (4) schedule and represent clients at Fair Hearings; (5) compile charitable packages and otherwise prevent evictions by working directly with clients and supporting the work of the housing attorneys.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Associate's Degree (A.A.) and two years applicable experience or Bachelor's degree (B. A. or B.S.) and/or equivalent experience. **OTHER REQUIREMENTS:** Bilingual (Haitian Creole) preferred.

## PROGRAM REPORTING SPECIALIST, HEALTH HOME

CAMBA's **Health Home** program is an innovative new model of care management focused on improving the health outcomes for individuals with severe mental illness & other complex chronic illnesses through coordinated networks of medical, psychiatric, behavioral health, social service & housing providers. Staff will use cutting-edge health information technology & a unified plan of care to ensure all clients connect to & maintain primary medical care, prevent hospital stays, &/or reduce the length of hospitalizations. CAMBA's participation in health home places it at the forefront of a broad system wide change that will have a significant impact on many human services sectors. The person filling this position is expected, under close supervision, to: (1) enter data into funder and/or organization-wide data base; (2) compare computer data against hard copies and/or source documents to verify completeness and accuracy; (3) prepare computer-generated reports for management and/or funder use.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and one year of applicable experience and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Knowledge about, understanding of, and ability to work closely with, persons with HIV/AIDS and related issues.

Experience with data & information management, databases (i.e., Excel, Access, etc.), and data systems.

Experience with MS Office & MS Outlook. Familiarity with file transfers, file security, funder-based data systems (i.e., AIRS, CAIRS, eShare, etc), government health information systems (i.e., PSYCKES), care management data systems or electronic medical record systems. Bi-lingual preferred.

## RECEPTIONIST, FLAGSTONE FAMILY CENTER

### **BI-LINGUAL ENGLISH/SPANISH REQUIRED.**

The **Flagstone Family Center** provides comprehensive case management services to 160 families who are in a Tier II transitional residence program for homeless families. The facility consists of five adjoining buildings on the East



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side of Amboy Street and three adjoining buildings on the West side of Amboy Street. These are four story walk up apartment houses with a single entrance to the site on each side of street. Each building contains 20 apartments of varying sizes, which are fully self-contained. CAMBA will provide safe, transitional housing with appropriate social services to assist the families in meeting their daily needs, and preparing for obtaining and rapidly moving to permanent housing. The program strives to assist each family to be placed into independent housing as soon as possible. The program will be operated in accordance with Part 900 Regulations of the State of New York and with DHS guidelines. The person filling this position is expected, under close supervision, to: (1) operate multi-line telephone system to answer incoming calls, (2) direct callers to appropriate personnel; and (3) assist non-clerical staff with clerical work (i.e., data collection and entry).

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Sufficient education (English-speaking, -reading, -writing, & math abilities) to comprehend oral and written information and to assist callers and visitors and staff.

## **OTHER REQUIREMENTS:**

Ability to type 25 words per minute. Must obtain and maintain, throughout the duration of employment, State Central Registry (SCR) clearance. **Bi-lingual English/Spanish required.**

## **RECREATION AIDE, THE KENSINGTON**

CAMBA's new Family Shelter in Central Brooklyn is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 64 families who are in a transitional residence program for homeless families. The five story facility has rooms of various sizes, common areas and provides on-site security and social services.

**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) assist with the development of recreational program content; (2) organize and lead activities planned to enhance the social development of individual group members.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and/or equivalent experience

## **OTHER REQUIREMENTS:**

Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.

## **RESIDENTIAL AIDE I, ATLANTIC HOUSE MEN'S SHELTER**

CAMBA's Atlantic House Men's Shelter located in the Brownsville section of Brooklyn serves 200 MICA (mentally ill chemical abusing) men.

The person filling this position is expected, under close supervision, to: (1) Assist clients in the development of daily independent living skills through both individual and group Activities of Daily Living (ADL) sessions, including laundry, meal preparation and clean up, personal hygiene, shopping, and maintaining a schedule of activities; (2) maintain inventory of food and dry goods; and (3) provide clients with an orientation of the facility, services and personal care items, upon arrival.

The minimum qualification for this position is High school diploma or G.E.D. and/or equivalent experience.

Other requirements:

Participate in Department of Health Food Protection 15 hour Course, pass exam and become a certified Food Handler.

Must obtain Annual PPD Test.

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

## **RESIDENTIAL AIDE I, MAGNOLIA HOUSE WOMEN'S SHELTER**

**CAMBA's Magnolia House** located in the Brownsville section of Brooklyn serves 200 MICA women.

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**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) Assist clients in the development of daily independent living skills through both individual and group Activities of Daily Living (ADL) sessions, including laundry, meal preparation and clean up, personal hygiene, shopping, and maintaining a schedule of activities; (2) maintain inventory of food and dry goods; and (3) provide clients with an orientation of the facility, services and personal care items, upon arrival.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:** High school diploma or G.E.D. and/or equivalent experience.

**OTHER REQUIREMENTS:**

Participate in Department of Health Food Protection 15 hour Course, pass exam and become a certified Food Handler.

Must obtain Annual PPD Test.

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

## RESIDENTIAL AIDE I, MAGNOLIA HOUSE WOMEN'S SHELTER

**TEMPORARY**

**CAMBA's Magnolia House** located in the Brownsville section of Brooklyn serves 200 MICA women.

**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) Assist clients in the development of daily independent living skills through both individual and group Activities of Daily Living (ADL) sessions, including laundry, meal preparation and clean up, personal hygiene, shopping, and maintaining a schedule of activities; (2) maintain inventory of food and dry goods; and (3) provide clients with an orientation of the facility, services and personal care items, upon arrival.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and/or equivalent experience.

**OTHER REQUIREMENTS:**

Participate in Department of Health Food Protection 15 hour Course, pass exam and become a certified Food Handler.

Must obtain Annual PPD Test.

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

## RESIDENTIAL AIDE I, THE GATHERING PLACE DROP-IN CENTER

**The Gathering Place** is a Drop-In Center in Brooklyn serving 75 homeless men and women 18 years and older. The Center is open from 6am to 8:30pm / 7-days-a-week and provides a safe, sanitary, and stable alternative to the street. The Center uses an individualized and flexible approach to serve the hard-to-reach homeless population. Center services include: two nutritious meals a day; shower and laundry facilities; access to clothing, mail and telephone services; recreational activities; intensive case management services; benefits/entitlements assistance; and, comprehensive medical and mental healthcare services, including acupuncture, substance abuse counseling and treatment referral services. The Center's goal is to re-connect clients to treatment services and assist in their transition to temporary shelter and/or permanent housing.

The person filling this position is expected, under close supervision, to:

(1) Assist clients in the development of daily independent living skills, including laundry, meal preparation, personal hygiene, shopping, and maintaining a schedule of activities; (2) maintain inventory of food and dry goods; and (3) provide clients with an orientation of the facility, services and personal care items, upon arrival.

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**MINIMUM EDUCATION/EXPERIENCE REQUIRED:** High school diploma or G.E.D. and/or equivalent experience

**OTHER REQUIREMENTS:**

Participate in Department of Health Food Protection 15 hour Course and pass exam

Must obtain Annual PPD Test

Must have Valid New York State Driver's License and excellent driving history

Must complete NYS Approved Defensive Driving Classes every 3 years

Must take Refresher Computerized Defensive Driver class

Must remain insurable based on CAMBA's point system throughout the duration of employment

If required to drive 15 passenger van, must score at least 80% on computerized 15 passenger van improvement test every year

If required to drive 15 passenger van, must pass an observed Van Road Test

Acknowledge review of CAMBA's Transportation Policy

Shift: Wednesday - Sunday, 2pm-10pm

## RESIDENTIAL AIDE I, THE KENSINGTON

CAMBA's new Family Shelter in Central Brooklyn is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 64 families who are in a transitional residence program for homeless families. The five story facility has rooms of various sizes, common areas and provides on-site security and social services.

**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) Assist clients in the development of daily independent living skills through both individual and group Activities of Daily Living (ADL) sessions, including laundry, meal preparation and clean up, personal hygiene, shopping, and maintaining a schedule of activities; (2) maintain inventory of food and dry goods; and (3) provide clients with an orientation of the facility, services and personal care items, upon arrival.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and/or equivalent experience.

**OTHER REQUIREMENTS:**

Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report. Participate in Department of Health Food Protection 15 hour Course, pass exam and become a certified Food Handler.

Must obtain Annual PPD Test.

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

## RESIDENTIAL AIDE I, THE LANDING

**CAMBA's The Landing Family Shelter** is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 169 families who are in a transitional residence program for homeless families. The three story facility has rooms of various sizes, common areas and provides on-site security and social services.

The person filling this position is expected, under close supervision, to: (1) Assist clients in the development of daily independent living skills through both individual and group Activities of Daily Living (ADL) sessions, including laundry, meal preparation and clean up, personal hygiene, shopping, and maintaining a schedule of activities; (2) maintain inventory of food and dry goods; and (3) provide clients with an orientation of the facility, services and personal care items, upon arrival.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and/or equivalent experience.

**OTHER REQUIREMENTS:**

Must obtain and maintain, throughout the duration of employment, State Central Registry (SCR) clearance.

Participate in Department of Health Food Protection 15 hour Course, pass exam and become a certified Food

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Handler.

Must obtain Annual PPD Test.

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred. This position is in Queens.

## **SECURITY GUARD I, ATLANTIC HOUSE MEN'S SHELTER**

CAMBA's Atlantic House Men's Shelter located in the Brownsville section of Brooklyn serves 200 single men at any given time. The majority of these clients are dually diagnosed with mental illness and substance abuse.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested; etc.

The minimum qualification for this position is a High school diploma or G.E.D.; must have and maintain NYS Security License.

## **SECURITY GUARD I, BROADWAY HOUSE WOMEN'S SHELTER**

CAMBA operates five single adult homeless shelters and one single adult drop-in center, funded by New York City Department of Homeless Services. Each shelter offers clients a supportive, structured, therapeutic, safe, and drug-free facility. Homeless (often mentally-ill and substance-abusing) men and women are provided with comprehensive services to stabilize their condition in order to successfully transition into permanent and/or supported housing. Specifically, the Broadway House Women's Shelter located in the Bushwick section of Brooklyn serves 165 women, approximately 37 of whom are MICA.

**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:** High school diploma or G.E.D.

### **OTHER REQUIREMENTS:**

Must have 8 hour Pre-Assignment security guard training course certificate.

Must have 16 hour On-the-Job security guard training course certificate or obtain within 90 days of employment.

Must complete 8 Hour Annual In-Service Course each calendar year.

Must have and maintain a NYS Security Guard license.

Must obtain NYS Security Guard registration, and must maintain registration during employment.

Must obtain Fire Guard certification and maintain it throughout employment.

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

May be required to obtain F-80 Fire Safety Coordinator certification.

Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.

## **SECURITY GUARD I, FLAGSTONE FAMILY CENTER**

The Flagstone Family Center provides comprehensive case management services to 160 families who are in a Tier II transitional residence program for homeless families. The facility consists of eight (8) four (4) story walk up apartment buildings on the east and west sides of the street. There will be two main entrances: one for the east side of the street and one for the west. Each building contains 20 apartments of varying sizes, each fully self-contained. CAMBA provides safe, transitional housing with appropriate social services to assist the families in meeting their daily needs, and preparing for obtaining and rapidly moving to permanent housing.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and (5) provide directions to visitors when requested; etc.

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The minimum qualification for this position is a High school diploma or G.E.D; must have and maintain NYS Security License.

## **SECURITY GUARD I, MAGNOLIA HOUSE WOMEN'S SHELTER**

CAMBA's Magnolia House located in the Brownsville section of Brooklyn serves 200 single women at any given time. The majority of these clients are diagnosed with mental illness, some dually with chemical addictions as well.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested; etc.

The minimum qualification for this position is a High school diploma or G.E.D; must have and maintain NYS Security License.

## **SECURITY GUARD I, OPPORTUNITY HOUSE**

CAMBA operates five single adult homeless shelters and one single adult drop-in center, funded by New York City Department of Homeless Services. Each shelter offers clients a supportive, structured, therapeutic, safe, and drug-free facility. Homeless (often mentally-ill and substance-abusing) men and women are provided with comprehensive services to stabilize their condition in order to successfully transition into permanent and/or supported housing. CAMBA's Opportunity House (COH) located in downtown Brooklyn, serves 62 men.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested.

The minimum qualification for this position is High school diploma or G.E.D.

## **SECURITY GUARD I, OPPORTUNITY HOUSE**

### **TEMPORARY**

CAMBA operates five single adult homeless shelters and one single adult drop-in center, funded by New York City Department of Homeless Services. Each shelter offers clients a supportive, structured, therapeutic, safe, and drug-free facility. Homeless (often mentally-ill and substance-abusing) men and women are provided with comprehensive services to stabilize their condition in order to successfully transition into permanent and/or supported housing. Specifically, CAMBA's Opportunity House (COH) located in downtown Brooklyn serves 62 men.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested.

The minimum qualification for this position is High school diploma or G.E.D.

## **SECURITY GUARD I, PARK SLOPE WOMEN'S SHELTER**

CAMBA operates five single adult homeless shelters and one single adult drop-in center, funded by New York City Department of Homeless Services. Each shelter offers clients a supportive, structured, therapeutic, safe, and drug-free facility. Homeless (often mentally-ill and substance-abusing) men and women are provided with comprehensive services to stabilize their condition in order to successfully transition into permanent and/or supported housing. The Park Slope Shelter for Women located at the Park Slope Armory in Brooklyn serves 100 MICA women.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or

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infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested; etc.

The minimum qualification for this position is High school diploma or G.E.D.

## **OTHER REQUIREMENTS:**

Must have 8 hour Pre-Assignment security guard training course certificate.

Must have 16 hour On-the-Job security guard training course certificate or obtain within 90 days of employment.

Must complete 8 Hour Annual In-Service Course each calendar year. Must have and maintain a NYS Security Guard license.

Must obtain NYS Security Guard registration, and must maintain registration during employment.

Must obtain Fire Guard certification and maintain it throughout employment.

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

May be required to obtain F-80 Fire Safety Coordinator certification. Bi-lingual preferred.

## **SECURITY GUARD I, THE GATHERING PLACE DROP-IN CENTER**

The Gathering Place is a Brooklyn Drop-In Center serving 125 homeless men and women 18 years and older.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested; etc.

The minimum qualification for this position is a High school diploma or G.E.D; must have and maintain NYS Security License.

Full-time shifts available: Sunday - Thursday, 12am -8am; Friday - Monday, 4pm-12am, Thurs 8a-4p

## **SECURITY GUARD I, THE KENSINGTON**

CAMBA's new Family Shelter in Central Brooklyn is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 64 families who are in a transitional residence program for homeless families. The five story facility has rooms of various sizes, common areas and provides on-site security and social services.

**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and (5) provide directions to visitors when requested.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:** High school diploma or G.E.D.

## **OTHER REQUIREMENTS:**

Must have 8 hour Pre-Assignment security guard training course certificate.

Must have 16 hour On-the-Job security guard training course certificate or obtain within 90 days of employment.

Must complete 8 Hour Annual In-Service Course each calendar year.

Must have and maintain a NYS Security Guard license.

Must obtain NYS Security Guard registration, and must maintain registration during employment.

Must obtain Fire Guard certification and maintain it throughout employment.

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

May be required to obtain F-80 Fire Safety Coordinator certification.

Must sign NYC DOH/MH attestation stating that candidate has not been the subject of a founded child abuse report.

## **SECURITY GUARD I, THE LANDING**

**CAMBA's The Landing Family Shelter** is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 169 families who are in a transitional residence program for homeless families. The three story facility has rooms of various sizes, common areas and provides on-site security and social services. The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to



# CAMBA Career Opportunities

maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and (5) provide directions to visitors when requested.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:** High school diploma or G.E.D.

**OTHER REQUIREMENTS:**

Must have 8 hour Pre-Assignment security guard training course certificate.  
Must have 16 hour On-the-Job security guard training course certificate or obtain within 90 days of employment.  
Must complete 8 Hour Annual In-Service Course each calendar year.  
Must have and maintain a NYS Security Guard license. Must obtain NYS Security Guard registration, and must maintain registration during employment. Must obtain Fire Guard certification and maintain it throughout employment.  
May be required to become First Aid/CPR certified. May be required to become certified in overdose prevention.  
May be required to obtain F-80 Fire Safety Coordinator certification.  
Must obtain and maintain, throughout the duration of employment, State Central Registry (SCR) clearance.

**This position is in Queens.**

## SENIOR ATTORNEY, CAMBA LEGAL SERVICES-HOUSING UNIT STATEN ISLAND

**CAMBA Legal Services, Inc. (CLS)** is the legal services arm of CAMBA, Inc. CLS provides free civil legal services to low-income New Yorkers in the areas of consumer law, foreclosure prevention, immigration, housing law, and domestic violence assistance. In addition to providing direct representation and providing legal advice and counsel to thousands of clients, CAMBA attorneys also engage in legislative advocacy, impact litigation in both state and federal court, provide community education and offer expert training on a wide range of issues, services that allow members of our community improve their lives. The person filling this position is expected, under the direction of the General Counsel, to provide legal assistance to clients of CAMBA Legal Services; etc.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Juris Doctor (J.D.) + Licensed to practice law in NY State and 2 years experience in housing law practice or equivalent.

**OTHER REQUIREMENTS:** Knowledge of, and experience in, housing law. This position is in Staten Island.

## SMALL BUSINESS TECHNOLOGY TRAINER, SMALL BUSINESS SERVICES

**CAMBA Small Business Services (CSBS):** CSBS promotes economic revitalization by providing services specially tailored to the needs of entrepreneurs in Brooklyn. CSBS offers one-on-one counseling, entrepreneurial training and technical assistance, microloans, and linkages with other business development partners. CAMBA Small Business Services recently launched a social venture called Mobilize Your Business, a three part ten hour technology training course formalizing small business owners by increasing revenue, reducing costs and managing business data. This technology training helps business owners adapt technology to track sales and expense data, to accept credit cards utilizing mobile apps, and to leverage the data collected to create social media based marketing, and ultimately to make strategic business decisions. The person filling this position is expected, under general direction, to: (1) research and develop instructional materials and lesson plans; and, (2) instruct adults in academic and/or nonacademic subjects.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (B. A.) and one year of applicable experience and/or equivalent experience.

**OTHER REQUIREMENTS:**

Familiarity with mobile technology and comfort teaching in an electronic environment.  
Knowledge of the latest mobile software applications relevant to a small business setting and ability to research new and improved mobile applications to help small business owners improve their day to day processes.  
Experience working with small business owners in areas such as corporate filing, how to start a business, business planning, small business financing and credit development.  
Experience with the challenges faced by low income/immigrant entrepreneurs.  
Two years of class room experience teaching adults that may be unfamiliar with technology preferred.

## SOCIAL WORKER, LEARNING TO WORK AT ERASMUS' YOUNG ADULT BOROUGH CENTER

The **Learning to Work (LTW)** Program will provide services to 250-300 students, ages 17 ½ -21 who are over-aged for grade, under-credited, and have spent at least one year in another high school to earn a high school diploma and

# CAMBA Career Opportunities

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gain valuable vocational and life skills supports. Using the Primary Person Model, each student will have a Career Advocate who will: guide students towards removing barriers toward graduation, engage students in college preparatory activities, provide supportive services, and increase self-direction and self-sufficiency through meaningful career exploration experiences, including subsidized internship placements for 90 students.

The person filling this position is expected, under general supervision, to: (1) provide individual and/or group counseling services to assist individuals and their families to achieve effective personal development and adjustment; and, (2) counsel clients in dealing with such issues as: behavior, educational progress, family dynamics, mental and physical health, housing, personal finances, substance abuse, mental and/or physical trauma.

**EDUCATION/EXPERIENCE REQUIRED:** Licensed Master of Social Work (LMSW) degree required.

**OTHER REQUIREMENTS:**

Must obtain Dept. of Education fingerprint clearance.

Ability to maintain fingerprint clearance throughout the duration of employment.

Ability to adapt to the culture and environment of a public school.

The hours of this position are 1-9 PM.

## **SOCIAL WORKER, LEARNING TO WORK AT ERASMUS' YOUNG ADULT BOROUGH CENTER (YABC)**

The **Learning to Work (LTW)** Program will provide services to 250-300 students, ages 17 ½ -21 who are over-aged for grade, under-credited, and have spent at least one year in another high school to earn a high school diploma and gain valuable vocational and life skills supports. Using the Primary Person Model, each student will have a Career Advocate who will: guide students towards removing barriers toward graduation, engage students in college preparatory activities, provide supportive services, and increase self-direction and self-sufficiency through meaningful career exploration experiences, including subsidized internship placements for 90 students.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to: (1) provide individual and/or group counseling services to assist individuals and their families to achieve effective personal development and adjustment; and, (2) counsel clients in dealing with such issues as: behavior, educational progress, family dynamics, mental and physical health, housing, personal finances, substance abuse, mental and/or physical trauma; etc.

**EDUCATION/EXPERIENCE REQUIRED:**

Licensed Master of Social Work (LMSW) degree required.

**OTHER REQUIREMENTS:**

Must obtain Dept. of Education fingerprint clearance.

Ability to maintain fingerprint clearance throughout the duration of employment.

Ability to adapt to the culture and environment of a public school.

## **YOUNG ADULT CAREER ADVISOR, LEARNING TO WORK AT SOUTH SHORE YABC**

The Learning to Work (LTW) Program will provide services to 250-300 students, ages 17 ½ -21 who are over-aged for grade, under-credited, and have spent at least one year in another high school to earn a high school diploma and gain valuable vocational and life skills supports. Using the Primary Person Model, each student will have a Career Advocate who will: guide students towards removing barriers toward graduation, engage students in college preparatory activities, provide supportive services, and increase self-direction and self-sufficiency through meaningful career exploration experiences, including subsidized internship placements for 90 students.

The person filling this position is expected, under general supervision, to: (1) serve as young adult students' primary motivator and coordinator of program services; and (2) assist "at-risk" young adult students in eliminating barriers to education/employment.

# CAMBA Career Opportunities

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The minimum qualification for this position is Bachelor's degree (e. g., B.A., B.S.W.) in social work or a related field and/or equivalent experience.

Other requirements:

Must obtain Dept. of Education fingerprint clearance.  
Ability to maintain fingerprint clearance throughout the duration of employment.  
Ability to adapt to the culture and environment of a public school.  
Evening hours required.

The hours of this position are: M-Th 12:00-8:00 and F 9:00-5:00.

## YOUNG ADULT CAREER ADVISOR, LEARNING TO WORK BROOKLYN BRIDGE ACADEMY HS

### **Bi-lingual English/Spanish, preferred**

The Learning to Work (LTW) for Transfer Schools Program will provide services to 150-225 students, ages 15-21 who are over-aged for grade, under-credited, and have spent at least one year in another high school to earn a high school diploma and gain valuable vocational and life skills supports. Using the Primary Person Model, each student will have a Career Advocate who will: guide students towards removing barriers toward graduation, engage students in college preparatory activities, provide supportive services, and increase self-direction and self-sufficiency through meaningful career exploration experiences, including subsidized internship placements for 75 students. The person filling this position is expected, under general supervision, to: (1) serve as young adult students' primary motivator and coordinator of program services; and (2) assist "at-risk" young adult students in eliminating barriers to education/employment.

The minimum qualification for this position is bachelor's degree (e. g., B.A., B.S.W.) in social work or a related field and/or equivalent experience.

Other requirements:

Must obtain Dept. of Education fingerprint clearance.  
Ability to maintain fingerprint clearance throughout the duration of employment.  
Ability to adapt to the culture and environment of a public school. Bi-lingual English/Spanish, preferred.

## YOUNG ADULT CAREER ADVISOR, LEARNING TO WORK FOR TRANSFER SCHOOLS AT CASCADE HIGH SCHOOL

The **Learning to Work (LTW) for Transfer Schools** Program will provide services to 150-200 students, ages 16-21 who are over-aged for grade, under-credited, and have spent at least one year in another high school to earn a high school diploma and gain valuable vocational and life skills supports. Using the Primary Person Model, each student will have a Career Advocate who will: guide students towards removing barriers toward graduation, engage students in college preparatory activities, provide supportive services, and increase self-direction and self-sufficiency through meaningful career exploration experiences, including subsidized internship placements for 90 students. The person filling this position is expected, under general supervision, to: (1) serve as young adult students' primary motivator and coordinator of program services; and (2) assist "at-risk" young adult students in eliminating barriers to education/employment.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) in social work or a related field and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Must obtain Dept. of Education fingerprint clearance.  
Ability to maintain fingerprint clearance throughout the duration of employment.  
Ability to adapt to the culture and environment of a public school. Possibility of working some evenings/weekends.

# CAMBA Career Opportunities

## YOUNG ADULT CAREER ADVISOR, NEIGHBORHOOD DEVELOPMENT AREA 16 - BROWNSVILLE ACADEMY

The **Neighborhood Development Area (NDA) 16** Program will provide 31 High School aged students who reside in NDA area 16 and who have barriers to academic improvement and or finding gainful employment. CAMBA will conduct the following: academic enrichment, job readiness skills as well as career exploration. We will deliver our services using a primary person mode in which each student has an ongoing relationship with the CAMBA career advocate throughout their involvement in the program. The person filling this position is expected, under general supervision, to: (1) serve as young adult students' primary motivator and coordinator of program services; and (2) assist "at-risk" young adult students in eliminating barriers to education/employment.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) in social work or a related field and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Must obtain Dept. of Education fingerprint clearance.

Ability to maintain fingerprint clearance throughout the duration of employment.

Ability to adapt to the culture and environment of a public school.

## Part-Time

## AIDE/FOOD HANDLER, CAMBA'S CORNERSTONE PROGRAMS

**CAMBA's Cornerstone Program:** CAMBA administers services at the Boulevard Community Center, the Penn-Wortman Community Center and the Brevoort Cornerstone in Brooklyn. All Cornerstone programs are run in partnership with other community organizations to provide education, recreation, cultural activities, health information and screenings, youth leadership and social services to the neighborhood's students, their families, and other residents. Activities and services are available after school, evenings and on weekends.

**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) prepare and serve healthy, nutritious meals according to menu and number of people to be served; and (2) inventory supplies and food (3) cooking/baking workshops with summer camp and teen program; including the following:

Maintain professional relationships with clients and client confidentiality.

Practice universal precautions. Serve all meals on time according to the schedule.

Clean up kitchen (i.e. stove, refrigerator, wash dishes) and dining areas after meals.

Tasks may be modified, expanded and/or assigned over time.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Sufficient education (English-speaking, -reading, -writing, & math abilities) to write and understand written menus and recipes and to inventory and order supplies and food.

Participate in Department of Health Food Protection 15 hour Course and pass exam.

## ASSISTANT YOUTH FACILITATOR, CAMBA BEACON 166 and 271 PROGRAMS

Beacon Community Centers: CAMBA administers school based Beacon community centers at I.S. 271 in Ocean Hill-Brownsville and at I.S 166 in East New York. All Beacon Centers are run in partnership with other community organizations to provide education, recreation, cultural activities, health information and screenings, youth leadership and social services to the school's students, their families, and other neighborhood residents.

The person filling this position is expected, under close supervision, to assist the Youth Facilitators by: (1) assist the Youth Facilitator to maintain order during and in-between various activities; and (2) work closely with small groups of children and/or youth.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:** Current high school student.

### **OTHER REQUIREMENTS:**

Must obtain Dept. of Health, Dept. of Education fingerprint clearance; doctor's note certifying good health; proof of negative results from TB test; Staff Exclusion List (SEL) clearance and State Central Registry (SCR) clearance.

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Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment. Ability to adapt to the culture and environment of a public school.

## **ASSISTANT YOUTH FACILITATOR, CAMBA CORNERSTONE PROGRAMS**

**CAMBA's Cornerstone Program:** CAMBA administers services at the Boulevard Community Center, the Penn-Wortman Community Center and the Brevoort Cornerstone in Brooklyn. All Cornerstone programs are run in partnership with other community organizations to provide education, recreation, cultural activities, health information and screenings, youth leadership and social services to the neighborhood's students, their families, and other residents. Activities and services are available after school, evenings and on weekends.

The person filling this position is expected, under close supervision, to assist the Youth Facilitators by: (1) assist the Youth Facilitator to maintain order during and in-between various activities; and (2) work closely with small groups of children and/or youth.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:** Current high school student or high school graduate.

### **OTHER REQUIREMENTS:**

Must obtain Dept. of Health fingerprinting; doctor's note certifying good health; proof of negative results from TB test; and State Central Registry (SCR) clearance. Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.

## **CAMBA AFTER-SCHOOL PROGRAM POSITIONS**

Do You?

- Love working with children
- Like learning about different cultures
- Value a diverse educational experience
- Have a special skill or talent in music, dance, art, languages, sports, writing, science, film, photography, sewing, crafts, and more

CAMBA After-School Programs

- Are dynamic and diverse
- Provide Homework Help, Academics, Arts, and Recreation
- Enrich children's sense of community

CAMBA runs after-school programs in 9 different NYC Public Elementary and Middle schools. The schools are located in the following Brooklyn neighborhoods:

Bay Ridge, Bedford Stuyvesant, Canarsie, East Flatbush, and Flatbush.

The programs are currently hiring for the following PART-TIME (M-F afternoon) positions:

- Group Leader - Must be a college graduate or currently enrolled in college. Experience working with youth. Leaders plan and lead daily activities and manage classroom. Must be available to work Monday through Friday.
- Youth Worker - Must have a high school/GED diploma or currently enrolled in high school. Assist leader in facilitating activities and monitoring classroom. Must be available to work Monday through Friday.
- Activity Specialist - Proven three years of professional experience and specialization in dance, creative movement, yoga, sports and/or other physical activities.

Bilingual English/Spanish/Haitian Creole/Cantonese/Mandarin/Arabic preferred

\*When applying, please indicate a preference for position and neighborhood\*

## **CLIENT ADVOCATE I, WORKFORCE DEVELOPMENT/ROCKAWAY ADVANCED INITIATIVE**

**The CAMBA Advancing the Rockaways Program** will provide intensive workforce development and employment support services to residents of Far Rockaway. This program will serve low-income residents throughout FR with an emphasis on NYCHA residents. Services will also be broadly available to area residents in the surrounding community. **Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) conduct outreach activities to identify and enroll eligible individuals; and (2) assist eligible clients in attaining their goals by identifying and locating community resources for clients and by making referrals to appropriate services both within and outside CAMBA.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and/or equivalent experience. Please note, this position is in Far Rockaway.

## **MAINTENANCE WORKER I, CAMBA'S CORNERSTONE PROGRAMS**

# CAMBA Career Opportunities

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**CAMBA's Cornerstone Program:** CAMBA administers services at the Boulevard Community Center, the Penn-Wortman Community Center and the Brevoort Cornerstone in Brooklyn. All Cornerstone programs are run in partnership with other community organizations to provide education, recreation, cultural activities, health information and screenings, youth leadership and social services to the neighborhood's students, their families, and other residents. Activities and services are available after school, evenings and on weekends. The person filling this position is expected, under close supervision, to: (1) Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, common areas and other work areas; (2) sweep, vacuum, scrub, mop, wax, polish and/or buff floors; (3) make repairs, paint, and perform various tasks to maintain the organization's physical facilities; (4) load, unload, and carry furniture and supplies up stairs and move furniture and supplies as needed; (5) clean exterior grounds, sidewalks and dumpster; (6) fulfill courier/messenger tasks in addition to maintenance tasks.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Sufficient education and technical expertise: to comprehend written and oral instructions (work orders); to accomplish maintenance tasks; and to document accomplished tasks.

## **OTHER REQUIREMENTS:**

Must obtain Dept. of Health fingerprinting; doctor's note certifying good health; proof of negative results from TB test and clearance from the NYS Division of Criminal Justice Services (DCJS) Sex Offender Registry.

Ability to maintain fingerprint clearance and DCJS Sex Offender Registry clearance throughout the duration of employment. This position is part-time.

## **DRIVER (CDL), THE GATHERING PLACE DROP-IN CENTER**

The Gathering Place is a Drop-In Center in Brooklyn serving 75 homeless men and women 18 years and older. The Center provides a safe, sanitary, and stable alternative to the street. Center services include: two nutritious meals a day; shower and laundry facilities; access to clothing, mail and telephone services; recreational activities; intensive case management services; benefits/entitlements assistance; and, comprehensive medical and mental healthcare services, including acupuncture, substance abuse counseling and treatment referral services. The Center's goal is to re-connect clients to treatment services and assist in their transition to temporary shelter and/or permanent housing. The person filling this position is expected, under close supervision, to operate a variety of company vehicles, such as passenger vans and small buses to safely transport passengers such as clients.

The minimum qualification for this position is sufficient education and technical expertise: to comprehend written and oral instructions (work orders); to accomplish tasks; and to document accomplished tasks.

## **OTHER REQUIREMENTS:**

Must have valid New York State Commercial Driver's License (CDL) – Class A, B, or C with passenger endorsement. Employees must maintain the appropriate driver's license for the duration of their employment.

Must complete NYS Approved Defensive Driving Classes every 3 years.

Must take Refresher Computerized Defensive Driver class.

Must remain insurable based on CAMBA's point system throughout the duration of employment.

If required to drive 15 passenger vans, must score at least 80% on computerized 15 passenger van improvement test every year.

If required to drive 15 or more passenger vehicles, must pass an observed Van Road Test.

Part-Time Schedules:

Sunday - Thursday, 4:30am-8am

Thursday - Monday, 5pm-8:30pm

Friday split 4:30am-8am, then 5pm-8:30pm & Saturday 5pm-8:30pm

## **MATH/GLOBAL STUDIES TUTOR, NEIGHBORHOOD DEVELOPMENT AREA 16 - BROWNSVILLE ACADEMY**

The **Neighborhood Development Area (NDA) 16** Program will provide 31 High School aged students who reside in NDA area 16 and who have barriers to academic improvement and or finding gainful employment. CAMBA will conduct the following: academic enrichment, job readiness skills as well as career exploration. We will deliver our services using a primary person mode in which each student has an ongoing relationship with the CAMBA career advocate throughout their involvement in the program.

The person filling this position is expected, under close supervision, to provide one-on-one academic assistance to



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children and/or youth.

## **EDUCATION/EXPERIENCE REQUIRED:**

Currently enrolled in a college program and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Must obtain Dept. of Education fingerprint clearance.

Ability to maintain fingerprint clearance throughout the duration of employment.

Ability and willingness to participate in field trips, requiring dealing with outdoor weather conditions during working hours.

Ability to adapt to the culture and environment of a public school.

Ability to provide HS Regent and SAT preparation assistance in English or Math.

Math tutor must be available to work either Tues & Thurs or Mon & Wed from 9-11:30.

Global Studies tutor must be available to work either Tues & Thurs or Mon & Wed from 9-11:30.

## **RECEPTIONIST, PARK SLOPE WOMEN'S SHELTER**

The **Park Slope Shelter for Women** located at the Park Slope Armory in Brooklyn serves 100 MICA women.

The person filling this position is expected, under close supervision, to: (1) operate multi-line telephone system to answer and/or transfer incoming calls; (2) direct callers to appropriate personnel; and, (3) assist non-clerical staff with clerical work (i.e., data collection and entry).

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Sufficient education (English-speaking, -reading, -writing, & math abilities) to comprehend oral and written information and to assist callers and visitors and staff.

## **OTHER REQUIREMENTS:**

Ability to type 25 words per minute.

Bi-lingual.

## **RECREATION AIDE, MAGNOLIA HOUSE**

**CAMBA's Magnolia House** located in the Brownsville section of Brooklyn serves 200 single women at any given time. The majority of these clients are diagnosed with mental illness, some dually with chemical addictions as well.

**Essential Duties and Responsibilities:** The person filling this position is expected, under close supervision, to: (1) assist with the development of recreational program content; (2) organize and lead activities planned to enhance the social development of individual group members

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and/or equivalent experience.

Flexible schedule including evenings and/or weekends.

## **RESIDENTIAL AIDE I, BROADWAY HOUSE WOMEN'S SHELTER**

The **Broadway House Women's Shelter** located in the Bushwick section of Brooklyn serves 165 women,

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approximately 37 of whom are MICA.

The person filling this position is expected, under close supervision, to: (1) Assist clients in the development of daily independent living skills through both individual and group Activities of Daily Living (ADL) sessions, including laundry, meal preparation and clean up, personal hygiene, shopping, and maintaining a schedule of activities; (2) maintain inventory of food and dry goods; and (3) provide clients with an orientation of the facility, services and personal care items, upon arrival.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Participate in Department of Health Food Protection 15 hour Course, pass exam and become a certified Food Handler.

Must obtain Annual PPD Test.

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

## **RESIDENTIAL AIDE I, PARK SLOPE SHELTER FOR WOMEN**

The **Park Slope Shelter for Women** located at the Park Slope Armory in Brooklyn serves 100 MICA women.

The person filling this position is expected, under close supervision, to: (1) Assist clients in the development of daily independent living skills through both individual and group Activities of Daily Living (ADL) sessions, including laundry, meal preparation and clean up, personal hygiene, shopping, and maintaining a schedule of activities; (2) maintain inventory of food and dry goods; and (3) provide clients with an orientation of the facility, services and personal care items, upon arrival.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Participate in Department of Health Food Protection 15 hour Course, pass exam and become a certified Food Handler.

Must obtain Annual PPD Test.

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

## **RESIDENTIAL AIDE I, THE LANDING**

**CAMBA's The Landing Family Shelter** is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 169 families who are in a transitional residence program for homeless families. The three story facility has rooms of various sizes, common areas and provides on-site security and social services.

The person filling this position is expected, under close supervision, to: (1) Assist clients in the development of daily independent living skills through both individual and group Activities of Daily Living (ADL) sessions, including laundry, meal preparation and clean up, personal hygiene, shopping, and maintaining a schedule of activities; (2) maintain inventory of food and dry goods; and (3) provide clients with an orientation of the facility, services and personal care

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items, upon arrival.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

High school diploma or G.E.D. and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Must obtain and maintain, throughout the duration of employment, State Central Registry (SCR) clearance. Participate in Department of Health Food Protection 15 hour Course, pass exam and become a certified Food Handler.

Must obtain Annual PPD Test.

May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

Bi-lingual preferred.

This position is in Queens.

## **SECURITY GUARD I, BREVOORT CORNERSTONE**

**CAMBA's Cornerstone Program:** CAMBA administers services at the Boulevard Community Center, the Penn-Wortman Community Center and the Brevoort Cornerstone in Brooklyn. All Cornerstone programs are run in partnership with other community organizations to provide education, recreation, cultural activities, health information and screenings, youth leadership and social services to the neighborhood's students, their families, and other residents. Activities and services are available after school, evenings and on weekends.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:** High school diploma or G.E.D.

## **OTHER REQUIREMENTS:**

Must have 8 hour Pre-Assignment security guard training course certificate.

Must obtain 16 hour On-the-Job security guard training course certificate within 90 days of employment.

Must complete 8 Hour Annual In-Service Course each calendar year.

Must have and maintain NYS Security Guard license.

Must obtain NYS Security Guard registration, and must maintain registration during employment.

Must obtain Fire guard certification and maintain it throughout employment.

Must obtain CPR/First Aid Certification within 90 days of employment.

Must obtain Dept. of Health fingerprinting; doctor's note certifying good health; proof of negative results from TB test and clearance from the NYS Division of Criminal Justice Services (DCJS) Sex Offender Registry.

Ability to maintain fingerprint clearance and DCJS Sex Offender Registry clearance throughout the duration of employment. Occasional Saturday hours required.

## **SECURITY GUARD I, CAMBA GARDENS**

CAMBA GARDENS is a 209 unit supportive/affordable housing development located in the East Flatbush section of Brooklyn. CAMBA Housing Ventures (CHV), the housing development subsidiary of CAMBA, developed these units. 146 of these units are set aside for formerly homeless individuals and families. 117 units are for Population I individuals, chronically homeless single adults who suffer from Serious and Persistent Mental Illness or who have a co-occurring Mental Illness and Chemical Addiction (MICA). 15 units are for Population III individuals, chronically

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homeless single adults who have a substance abuse disorder that is the barrier to independent living and who also have a disabling clinical condition. 14 units are for Population V chronically homeless families, in which the head of household suffers from a substance abuse disorder, a disabling medical condition or HIV/AIDS. CAMBA provides on-site case management and supportive services in addition to 24/7 security.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and tenants; and, (5) provide directions to visitors when requested; etc.

The minimum qualification for this position is a High school diploma or G.E.D; must have and maintain NYS Security License.

## **SECURITY GUARD I, FLAGSTONE FAMILY CENTER**

The Flagstone Family Center provides comprehensive case management services to 160 families who are in a Tier II transitional residence program for homeless families. The facility consists of eight (8) four (4) story walk up apartment buildings on the east and west sides of the street. There will be two main entrances: one for the east side of the street and one for the west. Each building contains 20 apartments of varying sizes, each fully self-contained. CAMBA provides safe, transitional housing with appropriate social services to assist the families in meeting their daily needs, and preparing for obtaining and rapidly moving to permanent housing.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and (5) provide directions to visitors when requested; etc.

The minimum qualification for this position is a High school diploma or G.E.D; must have and maintain NYS Security License.

## **SECURITY GUARD I, CAMBA'S CORNERSTONE AT PENN-WORTMAN COMMUNITY CENTER**

CAMBA's Cornerstone Program: CAMBA administers services at the Boulevard Community Center and the Penn-Wortman Community Center in the East New York neighborhood of Brooklyn. All Cornerstone programs are run in partnership with other community organizations to provide education, recreation, cultural activities, health information and screenings, youth leadership and social services to the neighborhood's students, their families, and other residents. Activities and services are available after school, evenings and on weekends.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested.

The minimum qualification for this position is High school diploma or G.E.D..

Other requirements:

Must have 8 hour Pre-Assignment security guard training course certificate.

Must obtain 16 hour On-the-Job security guard training course certificate within 90 days of employment.

Must complete 8 Hour Annual In-Service Course each calendar year. Must have and maintain NYS Security Guard license.

Must obtain NYS Security Guard registration, and must maintain registration during employment.

Must obtain Fire guard certification and maintain it throughout employment.

Must obtain CPR/First Aid Certification within 90 days of employment.

Must obtain Dept. of Health fingerprinting; doctor's note certifying good health; proof of negative results from TB test; and State Central Registry (SCR) clearance.

Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.

Occasional Saturday hours required.

## **SECURITY GUARD I, HIGHBRIDGE OVERLOOK SUPPORTIVE HOUSING PROGRAM**

Highbridge Overlook is a building which was developed and is operated by Dunn Development Corp., a private developer. Highbridge Overlook is a newly constructed residential building located on W 167th street and the corner of Sedgwick Avenue in the Highbridge section of The Bronx. The project consists of an eleven-story elevator building containing 155 residential units, with 154 units of rental housing and one superintendent's unit. CAMBA, Inc. is the on-site services provider at Highbridge Overlook. Forty apartments, 25% of the units in the building, will be master

# CAMBA Career Opportunities

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leased by CAMBA and will house Population A chronically homeless single adults who are diagnosed with SPMI (seriously and persistently mentally ill) or MICA (mentally ill and chemically addicted). The remaining 114 units are occupied by community residents, who may require some services.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and tenants; and, (5) provide directions to visitors when requested.

The minimum qualification for this position is High school diploma or G.E.D..

Other requirements:

Must be fingerprinted and obtain Criminal History Checks" (CHC) with Justice Center for the Protection of Vulnerable People with Special Needs.

Ability to maintain fingerprint clearance throughout the duration of employment.

As a Mandated Reporter, you must immediately report suspected incidents/cases of abuse and neglect to the Vulnerable Persons Central Register (VPCR) Hotline and complete a CAMBA Incident Report.

Must have 8 hour Pre-Assignment security guard training course certificate.

Must obtain 16 hour On-the-Job security guard training course certificate within 90 days of employment.

Must complete 8 Hour Annual In-Service Course each calendar year. Must obtain NYS Security Guard registration, and must maintain registration during employment.

Must obtain Fire guard certification and maintain it throughout employment.

\*This is a weekend position.

## **SECURITY GUARD I, MAGNOLIA HOUSE WOMEN'S SHELTER**

CAMBA's Magnolia House located in the Brownsville section of Brooklyn serves 200 single women at any given time. The majority of these clients are diagnosed with mental illness, some dually with chemical addictions as well.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested; etc.

The minimum qualification for this position is a High school diploma or G.E.D; must have and maintain NYS Security License.

## **SECURITY GUARD I, PARK SLOPE WOMEN'S SHELTER PART TIME**

CAMBA operates five single adult homeless shelters and one single adult drop-in center, funded by New York City Department of Homeless Services. Each shelter offers clients a supportive, structured, therapeutic, safe, and drug-free facility. Homeless (often mentally-ill and substance-abusing) men and women are provided with comprehensive services to stabilize their condition in order to successfully transition into permanent and/or supported housing. The Park Slope Shelter for Women located at the Park Slope Armory in Brooklyn serves 100 MICA women.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested; etc.

The minimum qualification for this position is High school diploma or G.E.D.

OTHER REQUIREMENTS:

Must have 8 hour Pre-Assignment security guard training course certificate.

Must have 16 hour On-the-Job security guard training course certificate or obtain within 90 days of employment.

Must complete 8 Hour Annual In-Service Course each calendar year. Must have and maintain a NYS Security Guard license.

Must obtain NYS Security Guard registration, and must maintain registration during employment.

Must obtain Fire Guard certification and maintain it throughout employment.

# CAMBA Career Opportunities

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May be required to become First Aid/CPR certified.

May be required to become certified in overdose prevention.

May be required to obtain F-80 Fire Safety Coordinator certification. Bi-lingual preferred.

## **SECURITY GUARD I, ANNA GONZALEZ APARTMENTS**

CAMBA's Housing Ventures (CHV) is an initiative to develop affordable housing for persons with low income and/or with special needs living in Brooklyn and New York City. CHV has been incorporated with the goal of developing 1,000 units of permanent housing affordable to a broad cross section of this community over the next ten years, while offering lower-income individuals and families a comprehensive range of housing and other supportive services. CHV and Central Brooklyn Community Services Corp. are collaborating to startup, lease-up and operate a 100-unit supportive housing apartment building in the Bushwick area of Brooklyn. These units will support and house a mixed tenant population consisting of low-income working individuals, persons living with severe and persistent mental illness, the formerly chronically homeless and persons living with HIV/AIDS in the Bushwick section of Brooklyn.

The person filling this position is expected, under close supervision, to (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and tenants; and, (5) provide directions to visitors when requested; etc.

The minimum qualification for this position is a High school diploma or G.E.D; must have and maintain NYS Security License.

## **SECURITY GUARD I, MORRIS MANOR APARTMENTS**

Morris Manor Apartments is a building which was developed and is operated by CAMBA Housing Ventures (CHV), an initiative to develop affordable housing for persons with low income and/or with special needs living in Brooklyn and New York City. Morris Manor opened in October 2008 and provides 46 units of affordable/supportive housing building in the Flatbush section of Brooklyn. CAMBA, Inc. is the on-site services provider at Morris Manor Apartments. The social services staff is responsible for providing case management and supportive services to the 27 low-income individuals who are seriously and persistently mentally ill and who exited the shelter system. The remaining 18 units are occupied by community residents, who may require some services, and a live in super resides in the final unit.

The person filling this position is expected, under close supervision, to (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and tenants; and, (5) provide directions to visitors when requested; etc.

The minimum qualification for this position is a High school diploma or G.E.D and/or equivalent experience; must have and maintain NYS Security License.

## **SECURITY GUARD I, PARK SLOPE WOMEN'S SHELTER**

The **Park Slope Shelter for Women** located at the Park Slope Armory in Brooklyn serves 100 MICA women.

The person filling this position is expected, under close supervision, to: (1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested; etc.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:** High school diploma or G.E.D.

### **OTHER REQUIREMENTS:**

Must have 8 hour Pre-Assignment security guard training course certificate.

Must have 16 hour On-the-Job security guard training course certificate or obtain within 90 days of employment.

Must complete 8 Hour Annual In-Service Course each calendar year.

Must have and maintain a NYS Security Guard license.

Must obtain NYS Security Guard registration, and must maintain registration during employment.

Must obtain Fire Guard certification and maintain it throughout employment.



# CAMBA Career Opportunities

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May be required to become First Aid/CPR certified.  
May be required to become certified in overdose prevention.  
May be required to obtain F-80 Fire Safety Coordinator certification.  
Bi-lingual preferred.

## **SUPERVISOR I, FLAGSTONE FAMILY CENTER**

### **PART TIME**

The Flagstone Family Center provides comprehensive case management services to 160 families who are in a Tier II transitional residence program for homeless families. The facility consists of eight (8) four (4) story walk up apartment buildings on the east and west sides of the street. There will be two main entrances: one for the east side of the street and one for the west. Each building contains 20 apartments of varying sizes, each fully self-contained.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

The minimum qualification for this position is HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR II, ADULT LITERACY PROGRAM - ABE PROGRAM**

### **PART TIME TEMPORARY**

CAMBA is looking for a highly organized, experienced, and resourceful adult literacy professional to support, coach, monitor, and facilitate the professional development of its evening ABE/HSE Prep teaching staff at 885 Flatbush Avenue in Brooklyn and continue to enhance the overall quality of services provided to the students. The work schedule is 5:30 to 8:30 pm, Monday-Thursday. It is required that candidates have at least a BA/BS (MA/MS preferred) in education or a related field and at least 2 years of experience as supervisor of an ABE program. Excellent communication, organization, leadership, computer, database, and internet skills required.

## **TUTOR, CAMBA 21C AT SCHOOL FOR DEMOCRACY AND LEADERSHIP**

CAMBA 21c will serve about 25 10th-12th graders at School for Democracy and Leadership(SDL) during the school year. The program will target students who are over age and under-credited. The program will run 3 days/week for 2 hours/day on Mondays 1:30-3:30 and Tuesdays and Wednesdays from 2:30-4:30. The program will feature homework help and academic support.

The person filling this position is expected, under close supervision, to provide small group academic assistance to high school students in at least one of the following subjects:

- Math
- Humanities (Social Studies)
- English
- Science

The minimum qualification for this position is Bachelor's degree (as required by funder).

### **OTHER REQUIREMENTS:**

Must obtain Dept. of Education fingerprint clearance.

Ability to maintain fingerprint clearance throughout the duration of employment.

Ability and willingness to participate in field trips, requiring dealing with outdoor weather conditions during working hours. Ability to adapt to the culture and environment of a public school.

Experience working with students in urban school and/or community settings.

## **VIOLENCE INTERRUPTER, CAMBA'S CURE VIOLENCE PROGRAM**

CAMBA's Cure Violence Program works with 16 – 24 year old at risk youths who are or may have potentially been involved in street violence, community residents, businesses and community-based organizations to implement Cure Violence: The Campaign to Stop the Shooting. Cure Violence is a public health strategy to reduce and prevent shootings and killings. This program will focus on a defined area identified as a "hot spot" in Brownsville, Brooklyn for

# CAMBA Career Opportunities

shooting violence within the 73rd Precinct. The program works to prevent gun violence by: 1) mediating conflicts that may end in gun violence, 2) changing the thinking of individuals who are most at risk of being victims or perpetrators of violence, and 3) working closely with a broad coalition of local partners to promote a visible community-wide message that shooting is unacceptable behavior. The person filling this position is expected, under close supervision, to: (1) assist program by being a client liaison with community members in the target area, providing violence mediation services (2) assist program in attaining their goals by identifying and locating community resources for clients and by making referrals to appropriate services both within and outside CAMBA. The minimum qualification for this position is high school diploma or G.E.D. and/or equivalent experience.

Other requirements:

- Equally at home conversing with gang members, community activists, law enforcement personnel, and public officials.
- Subject to a criminal background check and random drug testing.
- No pending criminal cases or prior convictions for sexual assault, child abuse or domestic violence or history thereof.
- Strong knowledge of the Brownsville community.
- Familiarity with Brownsville 73rd Police Precinct community challenges of teens and young adults there; strongly preferred.
- Ability to work a flexible schedule including morning, evening and weekends as needed.
- Must have understanding of, sensitivity and commitment to working with families of youth that have experienced gun related trauma.
- Client Advocates should be prepared for various outdoor weather conditions during their regular workday.

## YOUNG ADULT CAREER ADVISOR, NEIGHBORHOOD DEVELOPMENT AREA 3 BROOKLYN ACADEMY

The **Neighborhood Development Area (NDA) 3** Program will provide 46 High School aged students who reside in NDA area 3 and who have barriers to academic improvement and or finding gainful employment. CAMBA will conduct the following: academic enrichment, job readiness skills as well as career exploration. We will deliver our services using a primary person mode in which each student has an ongoing relationship with the CAMBA career advocate throughout their involvement in the program.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to: (1) serve as young adult students' primary motivator and coordinator of program services; and (2) assist "at-risk" young adult students in eliminating barriers to education/employment.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree (e. g., B.A., B.S.W.) in social work or a related field and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Must obtain Dept. of Education fingerprint clearance.

Ability to maintain fingerprint clearance throughout the duration of employment. Ability to adapt to the culture and environment of a public school. The hours of this position are Monday-Friday 11:30 to 4:30

## YOUNG ADULT EDUCATION INSTRUCTOR, WORK, LEARN, GROW PROGRAM

### TEMPORARY

**Work, Learn & Grow (WLG)** is a pilot program through the New York City Department of Youth and Community Development. The program seeks to expound upon the experiences of participants in CAMBA's Summer Youth Employment Program. WLG will provide youth, ages 14-24, with the opportunity to participant in employment services and earn wages for a longer period of time. The program will give youth the opportunity to gain the skills, attitudes, and habits that will help them be successful in their adult careers as well as begin to develop the personal and professional networks that can connect them to jobs. The person filling this position is expected, under general direction, to: (1) research and develop instructional materials and lesson plans; and (2) instruct "at-risk" young adults in academic and nonacademic subjects.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

# CAMBA Career Opportunities

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Bachelor's degree (B.A., B.S.W.) and two years of applicable experience and/or equivalent experience.

**OTHER REQUIREMENTS:**

Must obtain Dept. of Education fingerprint clearance Ability to maintain fingerprint clearance throughout the duration of employment. This is a temporary position until April 15, 2016.

**YOUTH FACILITATOR I, BEACON 269**

**Beacon Community Center:** CAMBA administers a school based Beacon community center at P.S. 269 in East Flatbush. The Beacon Center is run in partnership with other community organizations to provide education, recreation, cultural activities, health information and screenings, youth leadership and social services to the school's students, their families, and other neighborhood residents. Activities and services are available after school, evenings and on weekends, and reach more than 4,000 people per year. The person filling this position is expected, under general supervision, to: (1) research and develop instructional materials and lesson plans; and, (2) provide group and/or individual assistance to "at-risk" children and/or youth in academic and/or nonacademic subjects.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Current undergraduate student or Bachelor's degree (B. A.) and/or equivalent experience.

**OTHER REQUIREMENTS:**

Knowledge of, and experience in, specialized area to be taught (e.g., creative/performing arts, martial arts, computers, etc.). Must obtain Dept. of Health, Dept. of Education fingerprint clearance; doctor's note certifying good health; proof of negative results from TB test; Staff Exclusion List (SEL) clearance and State Central Registry (SCR) clearance. Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment. Ability to adapt to the culture and environment of a public school.

Ability and willingness to participate in field trips, requiring dealing with outdoor weather conditions during working hours.

**YOUTH FACILITATOR I, CAMBA BEACON 166 and 271 PROGRAMS**

**Beacon Community Centers:** CAMBA administers school based Beacon community centers at I.S. 271 in Ocean Hill-Brownsville and at I.S. 166 in East New York. All Beacon Centers are run in partnership with other community organizations to provide education, recreation, cultural activities, health information and screenings, youth leadership and social services to the school's students, their families, and other neighborhood residents.

The person filling this position is expected, under general supervision, to: (1) research and develop instructional materials and lesson plans; and (2) provide group and/or individual assistance to "at-risk" children and/or youth in academic and/or non-academic subjects.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Current undergraduate student or BA and/or equivalent experience.

**OTHER REQUIREMENTS:**

Must obtain Dept. of Health, Dept. of Education fingerprint clearance; doctor's note certifying good health; proof of negative results from TB test; Staff Exclusion List (SEL) clearance and State Central Registry (SCR) clearance. Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.

Ability to adapt to the culture and environment of a public school

Ability and willingness to participate in field trips, requiring dealing with outdoor weather conditions during working hours.

**YOUTH FACILITATOR I, CAMBA CORNERSTONE PROGRAMS**

**CAMBA's Cornerstone Program:** CAMBA administers services at the Boulevard Community Center, the Penn-Wortman Community Center and the Brevoort Cornerstone in Brooklyn. All Cornerstone programs are run in partnership with other community organizations to provide education, recreation, cultural activities, health information and screenings, youth leadership and social services to the neighborhood's students, their families, and other residents. Activities and services are available after school, evenings and on weekends.

The person filling this position is expected, under general supervision, to: (1) research and develop instructional materials and lesson plans; and (2) provide group and/or individual assistance to "at-risk" children and/or youth in academic and/or non-academic subjects.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

Current undergraduate student or BA and/or equivalent experience.

# CAMBA Career Opportunities

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## **OTHER REQUIREMENTS:**

Must obtain Dept. of Health fingerprinting; doctor's note certifying good health; proof of negative results from TB test; and State Central Registry (SCR) clearance. Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.

## **YOUTH FACILITATOR II - KARATE INSTRUCTOR, CAMBA'S CORNERSTONE AT BOULEVARD COMMUNITY CENTER**

**CAMBA's Cornerstone Program:** CAMBA administers services at the Boulevard Community Center and the Penn-Wortman Community Center in the East New York neighborhood of Brooklyn. All Cornerstone programs are run in partnership with other community organizations to provide education, recreation, cultural activities, health information and screenings, youth leadership and social services to the neighborhood's students, their families, and other residents. Activities and services are available after school, evenings and on weekends.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to: (1) research and develop instructional materials and lesson plans; and, (2) provide group and/or individual assistance to "at-risk" children and/or youth in academic and/or nonacademic subjects.

**MINIMUM EDUCATION/EXPERIENCE REQUIRED:** Proven three years of professional experience/specialization.

## **OTHER REQUIREMENTS:**

Ability and willingness to participate in field trips, requiring dealing with outdoor weather conditions during working hours.

Must obtain Dept. of Health fingerprinting; doctor's note certifying good health; proof of negative results from TB test; and State Central Registry (SCR) clearance.

Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.

## **Per Diem**

### **SUPERVISOR I, ATLANTIC HOUSE MEN'S SHELTER PER DIEM (ON CALL)**

CAMBA's Atlantic House Men's Shelter located in the Brownsville section of Brooklyn serves 200 single men at any given time. The majority of these clients are dually diagnosed with mental illness and substance abuse.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

The minimum qualification for this position is HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

Shifts for the Supervisor I (Per Diem) are 8am-4pm, 4pm-12am and 12am-8am.

### **SUPERVISOR I, BROADWAY HOUSE WOMEN'S SHELTER**

#### **PER DIEM (ON CALL)**

The **Broadway House Women's Shelter** located in the Bushwick section of Brooklyn serves 165 women, approximately 37 of whom are MICA.

**Essential Duties and Responsibilities:** The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all facility/operations-related staff and services on a day-to-day basis,

# CAMBA Career Opportunities

in order to ensure that all client goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years applicable experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **OTHER REQUIREMENTS:**

Must obtain and maintain First Aid/CPR certification.  
Must obtain and maintain certification in overdose prevention.  
Must obtain and maintain F-80 Fire Safety Coordinator certification  
Must obtain and maintain CPI (Crisis Prevention) certified  
Bi-lingual preferred.

## **SUPERVISOR I, FLAGSTONE FAMILY CENTER**

### **PER DIEM (ON CALL)**

The Flagstone Family Center provides comprehensive case management services to 160 families who are in a Tier II transitional residence program for homeless families. The facility consists of eight (8) four (4) story walk up apartment buildings on the east and west sides of the street. There will be two main entrances: one for the east side of the street and one for the west. Each building contains 20 apartments of varying sizes, each fully self-contained.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

The minimum qualification for this position is HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, MAGNOLIA HOUSE WOMEN'S SHELTER**

### **PER DIEM (ON CALL)**

CAMBA's Magnolia House located in the Brownsville section of Brooklyn serves 200 single women at any given time. The majority of these clients are diagnosed with mental illness, some dually with chemical addictions as well.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis, access client data using DHS' CARES database as needed; etc.

The minimum qualification for this position is a HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years' experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, OPPORTUNITY HOUSE MEN'S SHELTER**

### **PER DIEM (ON CALL)**

CAMBA's Opportunity House (COH) is a 62 bed men's general population shelter funded by New York City Department of Homeless Services located in downtown Brooklyn. COH offers clients a supportive, structured therapeutic, safe, and drug-free facility.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis; conduct supplemental screening for curfew violators of 30 days or more; etc.

The minimum qualification for this position is a HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, PARK SLOPE WOMEN'S SHELTER**

### **PER DIEM (ON CALL)**

# CAMBA Career Opportunities

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The Park Slope Shelter for Women serves 100 MICA (mentally ill chemical abusing) women at the Park Slope Armory in Brooklyn.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

The minimum qualification for this position is HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, THE GATHERING PLACE DROP-IN CENTER PER DIEM (ON CALL)**

The Gathering Place is a Drop-In Center in Brooklyn serving 75 homeless men and women 18 years and older. The Center is open from 6am to 8:30pm / 7-days-a-week and provides a safe, sanitary, and stable alternative to the street. The Center uses an individualized and flexible approach to serve the hard-to-reach homeless population. Center services include: two nutritious meals a day; shower and laundry facilities; access to clothing, mail and telephone services; recreational activities; intensive case management services; benefits/entitlements assistance; and, comprehensive medical and mental healthcare services, substance abuse counseling and treatment referral services. The Center's goal is to re-connect clients to treatment services and assist in their transition to temporary shelter and/or permanent housing.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis, etc.

The minimum qualification for this position is a HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years' experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

## **SUPERVISOR I, THE LANDING**

### **PER DIEM (ON CALL)**

**CAMBA's The Landing Family Shelter** is funded by New York City Department of Homeless Services and offers families a supportive, structured therapeutic, safe, and drug-free facility. It provides comprehensive case management services to 169 families who are in a transitional residence program for homeless families. The three story facility has rooms of various sizes, common areas and provides on-site security and social services.

The person filling this position is expected, under general supervision, to ensure the smooth running and supervision of all residence-related staff and services on a day-to-day basis, in order to ensure that all residence goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.

### **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

HS Diploma or GED and 3 years applicable experience, or Associate's degree (A.A.) and 2 years experience, or Bachelor's degree (B.A., B.S.W.) and/or equivalent experience.

### **OTHER REQUIREMENTS:**

Must obtain and maintain, throughout the duration of employment, State Central Registry (SCR) clearance. This position is in Queens.

## **Internship**

### **STUDENT INTERN, CONDOM DISTRIBUTION PROGRAM**

CAMBA is currently seeking interns for a Condom Distribution program in Central and parts of Northern and Southern Brooklyn.



# CAMBA Career Opportunities

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## **Responsibilities:**

1. Mapping the community to identify areas with the greatest potential and need for condom distribution.
2. Recruiting non-traditional venues, such as local businesses, SROs, and places of worship into the Condom Distribution Network.
3. Conducting street outreach to promote condom use in the community.
4. Attendance at relevant trainings and meetings.

## **Requirements:**

1. Knowledge or a desire to learn about HIV/AIDS.
2. Ability to work in a diverse community setting.
3. Commitment of 6-8 hours per week for at least one semester.

Students will be supervised by an MPH program staff.

**For more information, please contact (718) 675-3372 and ask for either: Leonardo Cambar, Program Supervisor, ext. 52002 [leonardoc@camba.org](mailto:leonardoc@camba.org) or Lisa Koffler, Program Manager, ext. 52004, [elisek@camba.org](mailto:elisek@camba.org).**

## **STUDENT INTERN, PROJECT ALY**

CAMBA is currently seeking an intern for an exciting new HIV prevention program promoting parental and familial acceptance of LGBT youth in Brooklyn.

## **Responsibilities:**

- Networking with agencies that provide services to LGBT youth and their parents
- Helping to conduct and transcribe interviews for formative project evaluation
- Helping to coordinate focus groups
- Developing social media presence to promote project
- Giving feedback on the development of a social marketing campaign
- Attendance at relevant trainings and meetings

## **Requirements:**

- Knowledge of issues affecting LGBT youth of color in Brooklyn
- Ability to work in a diverse community setting
- Commitment of 6-8 hours per week

Students seeking internship will be supervised by MPH program staff.

For more information, please contact Thanecha Senat, Project Manager, (718) 675-3372, ext. 52001, [ThanechaS@camba.org](mailto:ThanechaS@camba.org)

## **VOLUNTEER, RAPE CRISIS SERVICES**

CAMBA's Rape Crisis Services in Brooklyn, New York is seeking individuals with experience providing crisis counseling to victims of sexual assault.

Interested candidates must be at least 18 years old and available to volunteer one evening shift a week or one day on weekends; travel is not required.

Volunteers that received training and already certified will qualify for certification with CAMBA with the NYS Department of Health.

Volunteers that are scheduled will receive calls via our hotline answering service. For more information, please

# CAMBA Career Opportunities

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contact Rick Rodriguez at ext. 40338 (rickr@camba.org).

## **VOLUNTEER, THE RESPITE BED PROGRAM**

**This commitment is for 7pm-7am 1-4 nights per month.**

The CAMBA Respite Bed Program provides a network of overnight bed capacity to CAMBA's Gathering Place, Brooklyn's only Drop-In Center, whose clients are receiving case management, concrete and housing placement services.

The person filling this position is expected, to arrive and set-up according to shelter schedule; ensure that guests wake-up, are served dinner and breakfast (where appropriate), clean-up, and get on the bus on time; provide clients with personal care items; close site according to shelter guidelines; communicate to shelter Coordinator and/or CAMBA staff any questions or concerns; schedule shifts with shelter Coordinator; and maintain client confidentiality and privacy.