

**Hudson Valley Community Services  
Current Open Positions**



Position Title	Depart.	Location	Qualifications
Peer Navigator - THRIVES South (2)	Client Services	Hawthorne & Mt. Vernon	The Nutrition Peer Navigator assists the Nutrition Team to maintain the food inventory and pantries, stock pantry shelves and pack food pantry bags for client distribution. Additionally, the Nutrition Peer Navigator assists clients make and attend their medical and other important appointments to ensure optimum health. High School diploma or GED familiarity with social services and nutrition a plus. Familiarity of life issues facing the target population(s), including HIV/AIDS, behavioral health, or other chronic illness. Understanding of community level work and the importance of collaborating and coordinating with other organizations is needed. Bilingual (English/Spanish) preferred. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
CBI Facilitator	Education and Prevention	Hawthorne	Under the supervision of the Senior CBI Facilitator, the CBI Facilitator is responsible for administering the CBI program at the Department of Corrections Westchester County Jail. Travel to DOC WC facility as needed. Must be available to work evenings and weekends, as needed. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS"). Associates Degree in Education, Social Work, or related field; 1-2 years experience in Education, Social Work, or related field; experience in correctional systems. Group facilitation experience, preferably in a correctional setting. Individuals with prior criminal justice involvement are encouraged to apply, but must be able to gain clearance in the Westchester County Department of Corrections facilities.
Peer Navigator - SEP <b>**Newly Created Position**</b>	Education and Prevention	Spring Valley	The SEP peer position is part-time with a maximum of 21 hrs. per week. The program is a mobile van-based outreach operation which provides testing, counseling, syringe exchange and referrals to high risk drug users in the communities of Dutchess, Orange, Ulster and Sullivan Counties. High School Diploma with experience in peer education, HIV/STI counseling and/or disease prevention. Familiarity with the target population and the geographic area assigned. Commitment to undergo training about HIV/STI's and HCV, harm reduction, mental health and community resources. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS")
Peer Navigator - SEP	Education and Prevention	Kingston	The SEP peer position is part-time with a maximum of 21 hrs. per week. The program is a mobile van-based outreach operation which provides testing, counseling, syringe exchange and referrals to high risk drug users in the communities of Dutchess, Orange, Ulster, Rockland and Sullivan Counties. A High School Diploma with experience in peer education, HIV/STI counseling and/or disease prevention. Familiarity with the target population and the geographic area assigned. Commitment to undergo training about HIV/STI's and HCV, harm reduction, mental health and community resources. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services (HVCS).
Prevention Specialist - PHA	Education and Prevention	Mount Vernon	<b>SIGN ON BONUS!!! \$1000 AFTER WORKING WITH US FOR 12 MONTHS!</b> The PHA Prevention Specialist delivers peer-driven services to YMSMs between the ages of 13 to 24 in the counties of Rockland, Dutchess, Orange and Westchester. The program's goal is to increase awareness of HIV/STD and HCV status through educational workshops and outreach events and to refer young men at risk for testing, linking them to treatment and encouraging behavior modification to lower infection risk. Bachelor's Degree in education, health, human services or related field with experience in outreach, HIV or STI counseling and prevention. Or, an Associates Degree with two years of experience in peer education, HIV/STI counseling and/or disease prevention will be considered. Or, a High School Diploma with four years of experience in peer education, HIV/STI counseling and/or disease prevention will be considered. Minimum of one year experience working with the target population. Knowledge of HIV/STI's and HCV, harm reduction, mental health or community resources. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Prevention Specialist - SEP	Education and Prevention	Kingston	The SEP Prevention Specialist is a member of a mobile van based outreach program which provides syringe exchange, testing, counseling and referrals to high-risk injection drug users in the communities within Dutchess, Orange, Ulster and Sullivan Counties. Observe and abide by HIPAA and the HIV Confidentiality Law. Qualifications: Bachelor's Degree in education, health, human services or related field with experience in outreach, HIV, STI and HCV counseling and prevention. Or an Associates Degree with two years of experience in peer education, HIV/AIDS counseling and/or disease prevention will be considered. Or High School Diploma with four years of experience in peer education, HIV/AIDS counseling and/or disease prevention will be considered. Minimum of one year experience working with chemical dependency, knowledge of HIV/AIDS, harm reduction, mental health and/or community resources. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Prevention Specialist - WSP	Education and Prevention	Hawthorne	<b>SIGN ON BONUS!!! \$1000 AFTER WORKING WITH US FOR 12 MONTHS!</b> The Prevention Specialist will deliver HIV and HCV testing, interventions and referrals to WoC at-risk individuals in Dutchess, Orange Westchester and Rockland Counties. Qualifications: Requirements for the position: An Associates Degree with two years of experience in peer education, HIV counseling and/or disease prevention will be considered. Or High School Diploma with four years of experience in peer education, HIV/AIDS counseling and/or disease prevention will be considered. Or a Bachelor's degree in education, health, human services or related field with experience in outreach, events and activities, knowledge of HIV/STDs and HCV, harm reduction and community resources, counseling and prevention. Bilingual (English/Spanish) preferred. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS") and some evening and weekend hours are required.
Prevention Specialist MSP	Education and Prevention	Poughkeepsie	The Prevention Specialist - MSP (Men's Services Program) will deliver HIV, HCV and STI testing, interventions and referrals to CoC at-risk individuals within Westchester, Rockland and Putnam Counties. The position for Lower Hudson is based in HVCS Hawthorne office and entails travel in Westchester, Rockland, and Putnam. Staff may travel within all seven counties and provide some weekend hours. Conduct outreach to high-risk CoC at the community level as well as within drug rehabilitation centers, shelters, soup kitchens, and other community-based organizations in order to publicize program services as well as recruit potential clients. Bachelors degree in education, health, human services or related field. Or an Associates Degree with two years of experience in HIV/AIDS counseling and/or disease prevention, & Harm Reduction will be considered. Or High School Diploma with four years of experience in peer education, HIV/AIDS counseling and/or disease prevention will be considered. Knowledge of HIV/STDs and HCV, harm reduction and community resources, counseling, and prevention. Experience in outreach events and activities. Bilingual (English/Spanish) preferred. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services (HVCS).

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Care Manager	Health Homes	Monticello/Newburgh	<b>SIGN ON BONUS!!! \$1000 AFTER WORKING WITH US FOR 12 MONTHS!</b> The Health Home (HH) Care Manager is responsible for providing the core components of care coordination to low, intermediate and high need individuals with chronic illnesses including mental health conditions and HIV. Care Managers will have a dedicated caseload of clients and the caseload will vary depending on intensity of client need. Engages and assesses HH clients with the goal of coordinating care, and utilizing a shared care plan in which the client's needs are accurately expressed. Master's Degree in Human Services degree with some experience in the field; OR Bachelor's Degree in Human Services with some experience/knowledge in one of the following areas: case management, chemical dependency, mental health, and/or human services; Computer experience must include Microsoft Word and Excel. Experience with electronic data entry is a plus. Bilingual (English/Spanish) is a plus. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Care Manager	Health Homes	Mount Vernon	<b>SIGN ON BONUS!!! \$1000 AFTER WORKING WITH US FOR 12 MONTHS!</b> The Health Home (HH) Care Manager is responsible for providing the core components of care coordination to low, intermediate and high need individuals with chronic illnesses including mental health conditions and HIV. Care Managers will have a dedicated caseload of clients and the caseload will vary depending on intensity of client need. Engages and assesses HH clients with the goal of coordinating care, and utilizing a shared care plan in which the client's needs are accurately expressed. Master's Degree in Human Services degree with some experience in the field; OR Bachelor's Degree in Human Services with some experience/knowledge in one of the following areas: case management, chemical dependency, mental health, and/or human services; Computer experience must include Microsoft Word and Excel. Experience with electronic data entry is a plus. Bilingual (English/Spanish) is a plus. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Care Manager (Bilingual Preferred)	Health Homes	Hawthorne	<b>SIGN ON BONUS!!! \$1000 AFTER WORKING WITH US FOR 12 MONTHS (\$2000 IF BILINGUAL FOR THIS OPENING)!</b> The Health Home (HH) Care Manager is responsible for providing the core components of care coordination to low, intermediate and high need individuals with chronic illnesses including mental health conditions and HIV. Care Managers will have a dedicated caseload of clients and the caseload will vary depending on intensity of client need. Engages and assesses HH clients with the goal of coordinating care, and utilizing a shared care plan in which the client's needs are accurately expressed. Master's Degree in Human Services degree with some experience in the field; OR Bachelor's Degree in Human Services with some experience/knowledge in one of the following areas: case management, chemical dependency, mental health, and/or human services; Computer experience must include Microsoft Word and Excel. Experience with electronic data entry is a plus. Bilingual (English/Spanish) is a plus. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Community Relations & Enrollment Specialist (CRES)	Health Homes	Kingston or Poughkeepsie	The Community Relations and Enrollment Specialist is responsible for conducting outreach activities to individuals with chronic illnesses, including HIV, for the purpose of engaging them into the HVCS Health Home Program. Outreach is conducted both by phone and in person, and the Community Relations and Enrollment Specialist will complete enrollments with eligible members in their home and/or in clinical settings, including hospital ERs and clinics. The Community Relations and Enrollment Specialist is also responsible for establishing and maintaining collaborative relationships with hospitals and medical providers, to facilitate ongoing referrals from them. Qualifications: High school diploma with 1 year of college; one year of experience providing marketing/program promotion services; or a High School diploma with three years of the experience; Must be well organized; outstanding oral and written communication skills; ability to manage time and multiple tasks efficiently; familiarity with non-profit and/or human service agency operation, sensitivity to HIV/AIDS issues and ability to work independently. Must be proficient in Microsoft Word and Excel. Experience with electronic data entry is a plus. Bilingual (English/Spanish) is a plus. Some flexibility to work early evening hours. The Community Relations and Enrollment Specialist works periodically throughout the week in an Emergency Room setting. Must be able to provide immunization records for purpose of working with clients in hospitals/clinical settings. Requirements: Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services (HVCS).
Community Relations & Enrollment Specialist (CRES)	Health Homes	Newburgh	The Community Relations and Enrollment Specialist is responsible for conducting outreach activities to individuals with chronic illnesses, including HIV, for the purpose of engaging them into the HVCS Health Home Program. Outreach is conducted both by phone and in person, and the Community Relations and Enrollment Specialist will complete enrollments with eligible members in their home and/or in clinical settings, including hospital ERs and clinics. The Community Relations and Enrollment Specialist is also responsible for establishing and maintaining collaborative relationships with hospitals and medical providers, to facilitate ongoing referrals from them. Qualifications: High school diploma with 1 year of college; one year of experience providing marketing/program promotion services; or a High School diploma with three years of the experience; Must be well organized; outstanding oral and written communication skills; ability to manage time and multiple tasks efficiently; familiarity with non-profit and/or human service agency operation, sensitivity to HIV/AIDS issues and ability to work independently. Must be proficient in Microsoft Word and Excel. Experience with electronic data entry is a plus. Bilingual (English/Spanish) is a plus. Some flexibility to work early evening hours. The Community Relations and Enrollment Specialist works periodically throughout the week in an Emergency Room setting. Must be able to provide immunization records for purpose of working with clients in hospitals/clinical settings. Requirements: Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services (HVCS).
Program Supervisor - Health Homes	Health Homes	Hawthorne	<b>SIGN ON BONUS!!! \$2000 AFTER WORKING WITH US FOR 12 MONTHS!</b> The Program Supervisor assumes responsibility for the supervision of the LH Health Homes Care Manager & Care Assistant staff in their designated County region. Outreach to community agencies and networks resulting in client referrals and increased resources for programs. Manage program to comply with all agency and Health Home policies and procedures, resulting in quality service provision and documentation. Develop staff and quality client services through clinical supervision of staff. Track and monitor Health Home outcomes and service delivery in order to meet DOH and Health Home standards for care and billing. Master's Degree in Social Work, counseling or related field. 1 year experience in human services and experience in a supervisory position. OR BSW or equivalent degree with 1-3 years of experience in a supervisory position. Familiarity with non-profit, medical and/or human service agency operations; sensitivity to HIV/AIDS and chronic health issues and ability to work independently. Proficient in Microsoft Excel and Word. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").
Human Resources Generalist	Human Resources	Hawthorne	HVCS seeks an analytic, data-oriented Human Resources Generalist to advance the agency's and HR department's strategic goals. They will support the development of a superior workforce and help to create an employee-oriented culture that emphasizes quality, customer service, continuous improvement, and high performance. The successful incumbent will develop professional relationships with the management team, staff and partners. They will conduct recruitment, benefits administration, compensation, performance management and employee relations • Bachelor's degree in Human Resources Management, or in a related field; A minimum of three (3) years of experience working in Human Resources. Working knowledge of HRIS Systems, knowledge of Paycom is a plus. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").