



Current Job Openings

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*Established in 1925, Community Missions of Niagara Frontier, Inc. is dedicated to **providing individuals and families with an opportunity** to discover and find their place in the world. With 19 human service programs offered to individuals and families, our services focus on **helping vulnerable people reach their full potential.***

❖ **Apartment Program Senior Residence Counselor**

Position Overview: Oversight of the cases of Apartment Program residents, including benefit procurement and maintenance, health management, restorative service planning and delivery, records maintenance, and monitoring of function level. Collect and submit resident fees for service. Maintain and submit documentation for Medicaid billing for service.

Preferred Qualifications: Bachelor's Degree in Social Work, Psychology or related field and 1 year experience in Human Services. Position requires a clean, valid NYS Drivers License.

❖ **Apartment Program Daily Living Skills Specialist**

Position Overview: Oversight and assistance of resident execution of meal planning and preparation, shopping, hygiene, laundry, and housekeeping (daily living skills) for Apartment Treatment Program, based in Niagara Falls. Activities planning and coordination. Assist Senior Residence Counselor in the planning, delivery and documentation of restorative services in the areas of daily living skills and recreation.

Qualifications: Associates degree in Human Services related field and 1 year experience in Human Services.

❖ **Girls Circle Lead Facilitator**

Position Overview: Assumes responsibilities for the direct provision of One Circle Foundation programming for girls associated with the 21st Century Grant in conjunction with the Niagara Falls School District. Ensures the integration of components from a restorative justice philosophy and youth violence reduction strategy.

Qualifications: Bachelor's Degree in Social Work, Social Science or related field, Master's preferred; Minimum 21 years of age. Minimum two years experience working with at-risk youth; Knowledge of Juvenile Justice System and Family Court process; Crisis Intervention Skills; Conflict Resolution Skills; Small Group Leadership Skills.

❖ **Aurora House After School Tutor**

Position Overview: Position provides tutoring and coursework support for 8 co-ed youth in a community residence in Lockport, NY. Will maintain contact with a variety of school districts to ensure youth are completing coursework or supplemental help as needed. Responsible for record keeping and monitoring youth's progress and coursework completion, including direct instruction. Must interact with residents and staff to ensure proper support.

Qualifications: New York State Certified Teacher, Experience with Special Education and Severely Emotionally Disturbed youth required. Clean NYS driver's license, 21 years of age or older. Must clear OMH fingerprinting.

❖ **Crisis Services Resident Aide**

Position Overview: To provide emergency shelter services to Crisis Services, Respite and Parole Re-Entry clients including intakes, discharges, housing linkages and referrals. Overseeing the Front Desk Reception area, this includes phones, deliveries and donations.

Preferred Qualifications: High School required, 2 years college in Human Services studies, or related field preferred. Current Red Cross First Aide Card and valid driver's license required. One year in Human Services or related field preferred.

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❖ **Aurora House Youth Care Worker**

Position Overview: Assists with service completion and provides supervision of youth. Responsible for completing a minimum of eight electronic progress notes per month. Conducts recreational activities and youth trainings on daily living skills and other appropriate service areas. Requires knowledge of DSM diagnoses and behaviors.

Qualifications: Associates degree in Human Service field +experience minimum; Bachelor's degree preferred; minimum 21 years of age. Minimum 21 years of age; clean NYS driving record, clean fingerprint record.

❖ **CHOICES (Mental Health Housing) Resident Aide**

Position Overview: Deliver Restorative Services (symptom management, socialization, personal hygiene, laundry, food preparation, housekeeping skills training) to residents as scheduled or assigned. Monitor, document and report on resident functioning. Assist in the overall operation and service delivery of the residence. Evening night watch and weekends available.

Qualifications: High School Diploma, and 1 year work experience. Clean and valid New York State Driver's License. Varies shifts: nights, weekends.

❖ **Canal View Senior Residence Counselor**

Position Overview: Oversight of the cases of a residence, including benefit procurement and maintenance, health management, restorative service planning and delivery, records maintenance, and monitoring of functioning level. Collect and submit resident fees for service. Maintain and submit documentation for Medicaid billing for service.

Qualifications: Preferred Bachelor's Degree in Social Work, Psychology or related field and 1 year experience in Human Services. Position requires clean, valid NYS Drivers License.

❖ **Apartment Program Residence Counselor**

Position Overview: Assist Senior Residence Counselor in the planning, delivery and documentation of restorative and case management services for a team of residents in an Apartment Treatment setting.

Qualifications: Preferred Associates Degree in Human Services or two years towards BA/BS. One year experience in Human Services. Assist in the planning, delivery and documentation of restorative and case management services of residents. Position requires a clean, valid NYS Drivers License.

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❖ **Peer Family Support Provider**

This position requires that applicant is a parent of a child with serious emotional disturbance or other emotional/behavioral disability.

Position Overview: Provides emotional support and advocacy to families of children with emotional or behavioral disabilities with special emphasis on parent support and communication. Ensures completion of Parenting Wisely training for all parents and staff. Promotes a strength-based, family driven approach to care and interfaces with both family and service providers. Assists with completion of Functional Assessments and Progress Notes.

Qualifications: High School Graduate or Equivalency, knowledge of Mental Health Service System. Good written and verbal communication skills. Minimum of one year experience working with youth or adults in a Human Service capacity. Minimum 21 years of age; clean NYS driving record, clean fingerprint record.

❖ **Special Needs Youth Awake Overnight (Part-Time)**

Position Overview: Responsible for maintaining wake supervision of youth and security of program. Responsible for routine office work and program preparation for daily operation. Accountable to Team Leader for assistance in youth daily living skills instruction and attainment of service plan goals. Supervises resident self-administration of medications.

Qualifications: High School Diploma or GED. Minimum 21 years of age. Clean NYS driving record, NYS OMH Fingerprint Clearance. State Central Registry Clearance. Must maintain training & certification in Collaborative Care Strategies and Red Cross First Aid/CPR.

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