



JOB ANNOUNCEMENT

Hamilton-Madison House seeks a part time Vocational Specialist to provide career/occupational services to individuals living with mental illnesses to help them achieve their vocational goals and recovery. The position reports to the Director of PROS.

Minimum Qualifications:

- Bilingual English/Mandarin and/or Cantonese Chinese required
- Experience in providing vocational and social services preferred
- Experience in the mental health field a plus
- Must have excellent networking skills with potential employers in NY Metropolitan area including Chinatown
- Excellent interpersonal and communication skills
- Ability to work in a multidisciplinary team environment

Responsibilities:

- Provide employment training services to enhance job seeking skills and conduct mock interviews
- Job Placement for program participants
- Build strong connection with local community organizations, employers, and other resources
- Provide other recovery-oriented and skill building services in group settings
- Participate in team meetings and relevant trainings
- Maintain records according to regulatory guidelines

Compensation: Commensurate with qualifications and experience

Hours: Monday to Friday, flexible, 20 hours per week

To Apply: Submit your cover letter and resume to:

Director of PROS

Fax: 212-349-2793

Email: fanjiang@hmhonline.org

Hamilton-Madison House is an Equal Opportunity Employer