



HARP Program Supervisor, Access to Care Program (Nassau County & Suffolk County, NY)

The Program Supervisor (PS) is responsible for providing supervision of staff and care coordination primarily for bi-county HARP enrolled clients. The PS ensures that all clients obtain the full range of needed services and ensures coordination of such services through the delivery of core and other services by staff (or self) at least monthly. The PS ensures community outreach and engagement activities are rendered to retain the client in care, promotes client compliance with medical appointments, and encourages client self-sufficiency and empowerment. The PS supervises the care coordination conducted by the Care Coordinators, provides leadership and guidance for the team and is responsible for ensuring that the documentation and billing records of ALL team members are complete and up to date. Assists with the implementation of Quality Improvement activities and Health Home/Medicaid standards.

Qualifications and Requirements

- Master's degree in healthcare or human services preferred and/or licensed level healthcare professional, such as LMSW, LMHC, RN, licensed clinician, or psychologist, with at least three to five years of qualifying experience*, including two years of supervisory experience preferred.
- Requires excellent communication and documentation skills.
- A valid driver's license and safe driving record are required.
- Must maintain valid First Aid/CPR and Narcan certification.

*QUALIFYING EXPERIENCE: verifiable full or part-time case management or case work with persons with HIV, AIDS, mental illness, homelessness, chemical dependence, chronic illnesses, or other populations of persons in need.

Work Schedule

Monday through Friday, 35 hours per week.

8:00 am – 4:00 pm,

8:30 am – 4:30 pm, *or*

9:00 am – 5:00 pm

Benefits

Full-time employees are eligible for:

- Medical, Dental, and Vision Insurance
- Tuition Assistance
- Flexible Spending Account
- Long-term and Short-term Disability
- Supplemental Specified Illness Coverage
- Supplemental Hospitalization Coverage
- Life Insurance
- 4 Personal Days, 10-22 Vacation Days, 8 Sick Days, 10 Paid Holidays-yearly
- 403(b) retirement plan with employer match

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