

JOB OPPORTUNITIES – Sorted by Organization Name

JOB TITLE	DESCRIPTION	AGENCY	PHONE/FAX	EMAIL/ADDRESS OR MAILING ADDRESS	NOTES
Case Management Position (Nassau County)	The Long Island Coalition for the Homeless is seeking to hire a full-time case manager to work with homeless and at-risk Long Islanders at our Garden City office. The Case Manager's role will include assisting eligible clients in obtaining housing, services and/or benefits/financial assistance as appropriate; providing formation and referrals to those seeking assistance, collecting and distributing needed items for those in need, and conducting outreach to homeless Long Islanders and agencies/community groups who serve them. This will include visiting clients at their locations as needed. Other responsibilities will include the preparation of reports and statistics, maintenance of a client data base on persons served and other duties as assigned. EDUCATION AND/OR EXPERIENCE: Masters Degree in Social Work or related field; or Bachelors degree in Social Work or related field and two (2) years of related experience and/or training. Valid NYS driver's license. Must have basic computer literacy; must be proficient in Windows Word and Excel applications; must have working knowledge of Access, Publisher and Power	The Long Island Coalition for the Homeless	N/A	gguarton@nsch.org	Please email resumes and/or inquiries Medical Benefits included Paid vacation, holidays, personal time and sick time. EOE

3/4/2010

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	<p>Point; must be proficient in internet use. Ability to mediate disputes and resolve conflicts. Ability to work independently.</p>				
<p>Controller Part Time (Nassau County)</p> <p>Posted 2/23/10</p>	<p>The Long Island Coalition for the Homeless is seeking to hire a part-time (3 days/week) Controller at our Garden City office. This position is responsible for accounting, budgets, asset management, planning and supervision of bookkeeping staff. Other responsibilities include the daily management of accounting operations, hands-on generation and delivery of financial statements, budget and audit preparation, as well as budget/fiscal analysis and planning. This position is expected to maintain close working relationships with funding sources and develop a strong understanding of their regulations in order to ensure contract compliance.</p> <p>QUALIFICATIONS: Must have a BS in accounting – CPA preferred – and a minimum of five years experience in a community-based non-profit, multi-funded organization, as well as two years supervisory experience. Must have computer literacy; proficiency in Fund EZ and Quickbooks; ability to work independently.</p>	<p>The Long Island Coalition for the Homeless</p>	<p>N/A</p>	<p>gguarton@nsch.org</p>	<p>Please email resumes and/or inquiries</p> <p>Must include salary requirement.</p> <p>Paid vacation, holidays, personal and sick time.</p> <p>EOE.</p>

3/4/2010

JOB TITLE	DESCRIPTION	AGENCY	PHONE/FAX	EMAIL/ADDRESS OR MAILING ADDRESS	NOTES
<p>Psychotherapist, LCSW Part Time Up to 21 Hours a Week (Evenings/Mon-Sat)</p> <p>Posted 12/4/09</p>	<p>Provide individual, family, couple therapy to children, adolescents and adults, in the OMH licensed outpatient mental health clinic. Complete all documentation as required by OMH regulation, monitor insurance authorizations, and attend weekly supervision and monthly staff meetings. The population is primarily children and adolescents between the ages of 5 and 18, but does also include adults.</p> <p>Qualifications Include: *LCSW preferred, LMSW required *Training and experience in evidence-based treatment preferred, specifically Cognitive Behavior Therapy for trauma, depression, anxiety and disruptive behavior disorders.</p>	<p>Madonna Heights Family Service Clinic</p>	<p>631-643-8800 Ext 201</p>	<p>151 Burrs Lane Dix Hills, NY 11746</p>	<p>Contact: Carla Carlyon Director</p>
<p>P/T Community Educator</p> <p>Posted 1/4/10</p>	<p>Provide educational awareness programs to community groups, PTA's, town hall type meetings, professionals, clients, etc. Coordinate community activities and special events/projects, i.e. Commemoration Day, etc.; staff Health Fairs and other such events. Regularly develop and send out public service announcements. 21 hours per week (3 working days); flexible schedule required. Minimum qualifications – bachelor's degree in related field; education experience a plus.</p>	<p>Suffolk County Coalition Against Domestic Violence</p>	<p>Fax: 631-233-3680</p>	<p>a.agostini@sccadv.org</p>	<p>Fax or Email Resume</p> <p>Competitive salaries and benefits</p> <p>Equal Opportunity Employer</p>

3/4/2010

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<p>P/T Fundraising Coordinator</p> <p>Posted 1/4/10</p>	<p>Plan and coordinate fundraising events and other like activities, work with fund developer, board committees and local groups; develop mailing solicitations, etc. 21 hours per week (3 working days). Flexible schedule required. Minimum qualifications – bachelor’s degree in related field, marketing and fundraising experience a plus.</p>	<p>Suffolk County Coalition Against Domestic Violence</p>	<p>Fax: 631-233-3680</p>	<p>j.sanders@sccadv.org</p>	<p>Fax or Email Resume</p> <p>Competitive salaries and benefits</p> <p>Equal Opportunity Employer</p>
<p>Executive Secretary</p> <p>Posted 1/4/10</p>	<p>Provide administrative work for the Executive Director; assist with grant writing proposals and government contract applications. Supervise clerical staff. Minimum qualifications – Good written and oral communication skills; computer literate, able to multi-task, good people skills; associates degree.</p>	<p>Suffolk County Coalition Against Domestic Violence</p>	<p>Fax: 631-233-3680</p>	<p>j.sanders@sccadv.org</p>	<p>Fax or Email Resume</p> <p>Competitive salaries and benefits</p> <p>Equal Opportunity Employer</p>