

4/1/2008

JOB OPPORTUNITIES – Sorted by Position Available

JOB TITLE	DESCRIPTION	AGENCY	PHONE/FAX	EMAIL/ADDRESS OR MAILING ADDRESS	NOTES
Administrative Assistant Posted 2/27/08	IMMEDIATE OPENING - Company Confidential is seeking to hire an assistant to offer support to the program director. Excellent Writing, Communication, Typing and organization skills. Must be proficient in Windows and Excel and have two or more year’s experience. Salary \$ 28k. Excellent fringe benefits, Med/dental, 401k.		Fax: 631 289-4901		Please Fax Resume
Case Management Technician Posted 4/1/08	Experience in case management of high risk individuals/families. Associates Degree in health or human services and one year of qualifying experience or high school diploma plus two years of qualifying experience, Bi-Lingual a plus. Salary 31K.	Economic Opportunity Council of Suffolk, Inc. (E.O.C. Of Suffolk)	Fax: 631-289-2178	sloehr@eoc-suffolk.com	Email or Fax resume: Attention: Stephanie Loehr Excellent Benefits including med/dental & 401K.
Clinical Case Management Supervisor Posted 4/1/08	To assist HIV/AIDS Case Managers with clinical oversight in Mental Health, substance abuse, MICA and short-term counseling interventions and treatment adherence issues. Masters degree in social work, human services or psychology. Salary \$40-45K.	Economic Opportunity Council of Suffolk, Inc. (E.O.C. Of Suffolk)	Fax: 631-289-2178	sloehr@eoc-suffolk.com	Email or Fax resume: Attention: Stephanie Loehr Excellent Benefits including med/dental & 401K.
Director of Development	Responsibilities: Individual will be expected to work collaboratively with the Executive Director and Board in crafting an annual development plan and creating strategies to increase the agency’s fundraising capabilities. Responsibilities will include the planning and	VIBS		VIBS P.O. Box 5483 Hauppauge, NY 11788	Please mail resume. Since 1976 VIBS has provided services for survivors of domestic and sexual violence. As a family violence and rape crisis center, VIBS provides counseling, advocacy, community education and outreach to all age groups,

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Posted 1/2/08	<p>management of special events, direct mail campaign, cultivation of corporate support and solicitation of major gifts. In addition, the director will coordinate the agency's public relations activities. Experience and qualifications: Bachelor's degree plus 5 years fund-raising experience, including working directly with nonprofit boards, donors and volunteers. Experience with all components of a comprehensive development program including: special events, direct mail, corporate solicitations and major gifts. Strong organization and communication skills. Knowledge of Donor Perfect or similar development software.</p>				including specialized services for children, adolescents and the elderly.
Drug & Alcohol Counselor	Multiple openings. Part-Time Evenings	Town of Babylon Department of Human Services Division of Drug & Alcohol	631-789-2390 Fax: 631-789-2418	acasazza@townofbabylon.com	Contact: Annette Casazza, LCSW-R
Education Advocate Posted 12/20/07	Long Island Advocacy Center has an opening for an Education Advocate to provide advocacy for families of children who are at risk for school failure and/or have disabilities. Advocacy includes: advising families of their rights, assisting families in obtaining necessary documentation and representing families at CSE meetings and other relevant school meetings. Job requires: College degree or equivalent; Knowledge of special education process; Good communication skills; Car and	Long Island Advocacy Center	Fax: 516-248-2290	liacexec@optonline.net	Please fax letter of interest and resume. Position available in Suffolk County. Possible PT in Nassau County.

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JOB TITLE	DESCRIPTION	AGENCY	PHONE/FAX	EMAIL/ADDRESS OR MAILING ADDRESS	NOTES
	valid driver's license; knowledge of Spanish a plus				
<p>Manager of Volunteer & Community Services</p> <p>Posted 2/28/08</p>	<p>Full Time. Reports to President/CEO. Self motivated candidates with strong interpersonal, writing and communication skills and advanced knowledge of Excel. The Manager of Volunteer and Community Services will be responsible for recruiting, training, and providing support for new and current volunteers. The Coordinator will also create and maintain the organizations' volunteer schedules for all departments and events using Excel and track volunteer activity in a database. Additionally, job responsibilities include public speaking and community development work, supporting the community relations needs of the organization, working with alliances and partners in promoting the brand and name recognition of Island Harvest, participating in community events and more. Hands-on participation in food rescue events and projects such as food drives, festivals and fairs is another integral part of this position. Candidate will also be available to work some weekends and evenings. Light lifting required. Salary commensurate with exp.</p>	<p>Island Harvest</p>	<p>Fax: 516-248-6724</p>	<p>Saundra@islandharvest.org</p>	<p>Email or Fax resume: Attention: Saundra Leblang, Director of Finance & Administration</p>

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JOB TITLE	DESCRIPTION	AGENCY	PHONE/FAX	EMAIL/ADDRESS OR MAILING ADDRESS	NOTES
<p>Medicaid Service Coordinator/OMRDD</p> <p>Posted 4/1/08</p>	<p>Experience in developing, implementing and maintaining consumer's ISP, advocating, record keeping. Must have Associate's Degree in health or human service field plus one year experience working with people with a developmental disability or as a service coordinator with any population. Bi-Lingual a plus. Salary 31K.</p>	<p>Economic Opportunity Council of Suffolk, Inc. (E.O.C. Of Suffolk)</p>	<p>Fax: 631-289-2178</p>	<p>sloehr@eoc-suffolk.com</p>	<p>Email or Fax resume: Attention: Stephanie Loehr</p> <p>Excellent Benefits including med/dental & 401K.</p>
<p>Residential Habilitation Worker – IMMEDIATE OPENING</p> <p>Posted 12/13/07</p>	<p>Ability to train individuals with various disabilities, independent daily living, home and community skills. Excellent Writing, Communication, and organization skills. Bilingual a plus, NYS Driver's License, E.O.E. Salary \$27K. Excellent fringe bnfts, Med/dental, 401k.</p>	<p>Economic Opportunity Council of Suffolk, Inc. (E.O.C. Of Suffolk)</p>	<p>Fax: 631-289-2178</p>	<p>eoc@eoc-suffolk.com</p>	<p>Fax resume to the Economic Opportunity Council of Suffolk, Inc. Attention: Stephanie Loehr or e-mail</p>
<p>Social Work – MSW Caseworker</p> <p>Posted 2/29/08</p>	<p>Provide casework services to youth in residential setting. 2+ years experience.</p>	<p>Long Island Adolescent and Family Services</p>	<p>Fax: 631-444-0144</p>		<p>Fax resume. Visit www.liafs.org</p>
<p>Various Positions:</p> <ul style="list-style-type: none"> ➤ Psychiatrist ➤ Clinical Psychologist ➤ Asst. Clinical Director (SW/Psychologist) ➤ Social Workers (R preferred) ➤ Mental Health Counselors <p>Posted 3/11/08</p>	<p>Family Counseling Services, a nonprofit, multi-service mental health counseling agency serving children and their families on Eastern LI for 37 years, seeks experienced and fully licensed talent to support its new Child and Family Clinic Plus Program (early intervention mental health outreach initiative). FT/PT opportunities. We offer competitive benefits, paid time off, and flexible hours in a supportive and collaborative environment. Current openings are for our Brookhaven and Westhampton, LI locations.</p>	<p>Family Counseling Services – Child and Family Clinic Plus Program</p>	<p>Fax: 631-288-1955</p>	<p>HR@familycounselingsvc.org</p> <p>Family Counseling Services Main Street, P.O. Box 1348; Westhampton Beach NY 11978</p>	<p>Please Fax, E-mail or Send resume with cover letter and salary requirements</p> <p>Please visit our website at www.familycounselingsvc.org</p>

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