

CSI OMH Provider * The ARC of the Greater Hudson Valley
Sullivan County, NY

Overview: The ARC of the Greater Hudson Valley is seeking a CSI OMH Provider.

The CSI OMH Provider is responsible to provide meaningful activities with the people we support who reside in the community. These services take place in or out of the person we support home and are delivered on an individual basis. Typical service types are respite. The services are designed to provide oversight and guidance to the people supported so they can partake in their community to the fullest extent possible. The CSI OMH Provider will also assist the CSI Coordinator with activities that are clerical in nature.

RESPONSIBILITIES:

1. Schedule service delivery times that meet the needs of the people we support and his/her family
2. Contemporaneously maintain accurate records regarding service delivery, utilizing the program software, such as dates, service delivery times, etc.
3. Submit records to supervisor as per program policy.
4. Maintain other records or summaries as required.
5. Responsible for monies allotted and records of same.
6. Develop and implement activities with their people supported. These activities need to be in accordance with the peoples needs and desires.
7. Maintaining equipment/supplies as assigned.
8. Van maintenance and scheduling.
9. Picking up/dropping off paperwork between Sullivan and Orange County locations.
10. Assisting the CSI Coordinator in the monthly billing process, to include monitoring paperwork is complete and all providers have submitted timely.
11. Participate in the intake process of children referred to our OMH In Home Respite program.

Major Skills needed to perform the job:
Provide Respite
Provide Oversite & Guidance while in the Community
Assist CSI Coordinator w/clerical activities
Provide meaningful activities in the community

Requirements:
HS/GED Preferred, OMH & I/DD Exp Preferred
Valid Driver's License with one-year minimum driving experience

Shift and Salary; This is a Full-Time position, $18.70 hour; Benefits include Dental insurance, Health insurance, Life insurance, Paid time off, Vision insurance, Health Insurance, Dental Insurance and 401(K).

Apply by contacting Liberty Apostolides by email at lapostolides@arcghvny.org and applying online at https://arcghvny.org/careers/jobs.html