

## **PROJECT RENEWAL – FLETCHER STREET RESIDENCE**

### **EMPLOYMENT OPPORTUNITY (Available Summer 2011)**

#### **FRONT DESK ATTENDANTS (Full Time & Part Time)**

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Later this summer, Project Renewal will open a new state-of-the-art NY State Office of Mental Health licensed CR/ SRO in the Belmont section of the Bronx at Fletcher Street & Washington Avenue. The building will provide individual studio apartments in a supportive housing program for 55 formerly homeless men and women recovering from serious and persistent mental illness. The program will coexist alongside a new 50-bed transitional housing program for individuals in recovery from substance abuse (formerly Renewal House). As part of a multi-disciplinary team, you will work closely with clinical staff to assist individuals with on-site rehabilitation and reconnection to community supports.

**Qualifications:** High School Diploma or GED.  
Experience working with mentally ill population preferred.

**Duties:**

- Monitor/ announce all visitor entry into the facility
- Maintain a sign-in log of all visitors
- Answer telephones; take messages; transfer calls as appropriate
- Receive mail/ other deliveries
- Report all untoward incidents to designated on-site or on-call supervisor
- Document use of EMS, Police and Fire Department activities
- Assist program staff as needed
- Obtain Fire Guard license and assist in documentation of fire drills and hourly fire watch as needed

**Hours:** Varied weekly and weekend shifts on 4 p.m. – 12 midnight;  
12 midnight – 8 a.m.; and 8 a.m. – 4 p.m. shifts

Please send or fax resume to:

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