



## JOB ANNOUNCEMENT

**Synopsis:** Direct a dynamic team to make a difference in the lives of older New Yorkers, their caregivers and the community.

**Organizational Background:** Hamilton-Madison house has been serving the residents of Manhattan's Lower East Side since 1898, with offices located throughout Chinatown and the Lower East Side, Two Bridges neighborhoods. We foster the wellbeing of vulnerable populations including the elderly, children, the ill and handicapped, new immigrants, refugees and the unemployed by delivering critical, timely and culturally appropriate services for all stages of life.

**Summary of Position:** Hamilton-Madison House's new Caregiver Support Program serves informal/unpaid caregivers of older adults, and their loved ones, throughout Manhattan's community districts 1-7, comprising all of Manhattan below 59<sup>th</sup> Street and the west side of Manhattan to the northern tip of Central Park. Under the supervision of the Executive Director, the Program Director will be responsible for developing, implementing and overseeing the program. This includes serving as spokesperson for the program; creating and implementing an outreach plan, supervision of MSW, BSW and support staff; oversight of the distribution of services to clients; and completion and submission of all reports to the NYC Department for the Aging, the funding source for this program. This is an exempt position.

### Minimum Qualifications:

- Master's Degree in Social Work or related field
- Minimum of 3 years of supervisory experience
- Excellent clinical social work skills including client engagement, assessment, and the biological, psychological, and social aspects of aging and the impact of disabilities and illness on aging and the family
- Excellent written and verbal communication skills
- Knowledge of New York city, New York State and federal benefits and entitlements
- Ability to travel on public transportation and climb stairs to conduct home visits and information sessions
- Basic computer literacy and Microsoft Windows and Microsoft Office
- Ability to work independently and handle multiple projects and deadlines

### Responsibilities:

- Oversee the development, implementation and ongoing success of Hamilton-Madison house's new caregiver services program
- Develop policies and procedures aligned with NYC Department for the Aging (DFTA) requirements including those to ensure appropriate use of resources, accurate record-keeping, and timely and accurate reporting to DFTA
- Manage the development and implementation of a marketing and outreach plan, including social media platform
- Provide oversight and training to project team of 4-6 staff members including MSW, BSW and support staff, including individual supervision, case conferences and interdisciplinary team meetings

- Develop and maintain resource database of benefits, entitlements, programs, services and resources available to clients
- Develop caregiver training workshops to support caregivers in their role and help them maintain their own health and wellbeing
- Promote the organization and serve as primary spokesperson for the caregiver program through outreach, participation in community events, and representing the organization to the public
- Work with colleagues within the Hamilton-Madison House Senior Services Department to ensure that available resources are maximized and program efforts are integrated within the department

Compensation: Commensurate with qualifications and experience  
Hours: Monday to Friday, 35 hours per week; Occasional nights and weekend hours required

To Apply: Submit cover letter and resume to:  
Fax: 212-349-2793  
Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting Date: December 24, 2019

Application Deadline: Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**