JOB ANNOUNCEMENT

Under the sponsorship of Hamilton-Madison House, the NORC (Naturally Occurring Retirement Community) is a partnership of social service provider, the housing partner (Knickerbocker Village), a health care partner, and the seniors. Beyond these core partners, the NORC brings together community resources, develops, maintains and expands partnerships to provide the supportive environment and services allowing those residing in the complex, age 60 and over, to be able to age in place and remain active and engaged members of the community for as long as possible.

The NORC Senior Services Program Supervisor is an integral part of the NORC interdisciplinary team, who will be responsible for mentoring and overseeing the work quality of KV NORC SSP staff as well as carry a small caseload so that the agency can provide the highest level of service to clients in accordance with agency standards. This position will also be providing individual and group services to seniors residing in Knickerbocker Village. This position reports to the Director of KV NORC.

Minimum Qualifications:

- Master Degree in one of the following fields: Social Work, Counseling, Psychology, or Gerontology
- Licensed as an LMSW or LCSW
- 2 years of supervisory/management experience
- 2 years of direct practice with senior populations
- Bilingual (English/Cantonese, Mandarin)
- Proficient in MS Office

Responsibilities:

Supervisor Services:

- Develops a trusting and supportive relationship with staff clients
- Ensure appropriate NORC staff to cover existing and new cases as they come in
- Handles all paperwork related to HR for the NORC staff they supervise
- Supervises Caseworkers and Social Workers
- Adheres to agency policies and procedures
- Supervisory visits in client’s homes and files review
- Assists staff and volunteers with training and evaluations
- Reviews and finalizes case notes on a monthly basis with NORC staff
- Participates in NYC DFTA, agency and other training as necessary and appropriate
- Outreach to the community

NORC Services:

- Provide individual case work services as indicated, including conducting intake, completing the NORC assessment, determining plan of care and working with team, community partners and seniors/families to implement plan
- Provide case management, case assistance, referral and information as well as other program components as required by funding source and contractual obligations
- Ensure that annual contractual goals, assessments, required number of service units are attained and that case notes and units adhere to guidelines and standards of contracting agencies, funding sources and professional standards
- Complete health indicator program requirements as required by funding contract(s)
• Implement programs and activities to actively foster communication and cooperation among diverse groups in community
• Conduct home visits and assessments as indicated
• Maintain accurate client records, both written and electronic and enter into client database(s) in a timely manner
• Assure maintenance of client confidentiality
• Assist in the planning and implementation of educational, recreational and health promotion activities
• Develop and implement group activities including support groups, educational programs and socialization activities
• Community Outreach and partnership/collaborations
• Work with NORC Director and team to maintain and expand existing community partnerships by being active and visible in the community and working closely with other professional, civic and private organizations as indicated
• Develop, maintain and expand positive relationships with key stakeholders and community partners to support mission of the organization and requirements of the funding source(s)

Compensation: Commensurate with qualifications and experience
Hours: Monday to Friday, 9:00AM to 5:00PM, 35 hours per week
To Apply: Submit cover letter and resume to:
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: March 14, 2022
Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer