



## JOB ANNOUNCEMENT

Under the sponsorship of Hamilton-Madison House, citywide Caregiver Services Program supports caregivers of adults over the age of 60 throughout the five boroughs of New York City with a focus on providing language-appropriate and culturally sensitive services to members of the Asian-American Community. The program provides direct services to caregivers, offering supportive counseling, information and referral and assistance with benefits and entitlements; the program conducts extensive outreach and provides limited respite and supplemental assistance services. The program also works closely and refers to the HMH Social Adult Day Services Program.

The Director oversees all aspects of the program, ensuring that it is operating efficiently and effectively to meet mission and goals. The Director provides administrative and clinical supervision to staff and student interns. The Director leads and represents the organization, working closely with funding sources, community partners, clients and the public. He/she ensures that all involved are aligned with the organization's mission, vision and are working together to successfully achieve strategic objectives and contractual goals. This position reports to the Assistant Executive Director for Older Adults and Community Services.

### **Minimum Qualifications:**

- Graduate of an accredited college or university with a Master's Degree required; LMSW, LCSW or related/equivalent Master's Degree required
- Strong commitment to mission of the Caregiver Services Program
- At least three years of clinical and/or social service experience
- Skilled manager with ability to develop and oversee a cadre of professional staff, oversee program operations and administration; minimum two years supervisory experience
- Excellent clinical, assessment and organizational skills
- Awareness of biological, psychological and social aspects of aging and the impact of disabilities and illnesses on aging and on the family. Prior experience working with older adults desirable
- Nonjudgmental, socially perceptive, empathic and a good listener
- Demonstrated knowledge of social theories, practices, guidelines and core competencies of social work profession
- Highly organized and detail oriented; able to plan, manage and successfully complete multiple concurrent projects, frequently with short deadlines
- Ability to handle complex and difficult situations in a professional manner. Demonstrated ability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations
- Ability to develop collaborative relationships with designated community groups
- Excellent verbal and written communication skills
- Excellent computer skills required including experience with data management systems, grant management systems and willingness to learn other programs as required. Experience with Peerplace, Aging Remote Access, Grants Gateway desirable

- Understanding and appreciation of the role, religion, ethnicity, sexual preference and individual values as it relates to serving clients and their families. Commitment to diversity and ability to work with diverse population of seniors, volunteers and staff
- Bilingual Mandarin, Cantonese or other Asian language desirable

**Responsibilities:**

Program

- Develop, implement and ensure success of program activities and services in accordance with contractual obligations; ensure that annual 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
- Oversee screening and intake of all new potential caregiver clients as well as providing this function directly
- Assign caseloads and related duties
- Create a culture of cooperation, transparency and communication throughout the program

Supervision

- Recruit, train and supervise qualified and competent professional and administrative staff to provide the services indicated assessment(s) and requirements of the funding source(s)
- Ensure that staff are adhering to all Standards and Guidelines of the contracting funding source(s)
- Provide professional individual supervision and guidance to MSW-level social work staff and interns
- Foster interdisciplinary collaboration and oversee development and implementation of a care plan for all clients as required by the funding source
- Lead interdisciplinary group case conferences; approve and/or adjust care plans developed by professional staff
- Ensure compliance with all professional and ethical standards of the social work and health care professions
- Provide annual employee evaluations and opportunities for staff development, growth and recognition
- Work with supervisees to develop individual and group goals to ensure contractual obligations are individually and collectively achieved; oversee progress toward achieving goals and intervene in a timely manner to make adjustments when indicated to ensure that goals are achieved
- Provide general oversight and supervision of interns and volunteer program
- Supervise and oversee the HMH Social Adult Day Services program

Community Outreach and Partnerships/Collaborations

- Responsible for the enhancement of Caregiver Service Program's image; maintaining and expanding existing community partnerships by being active and visible in the community and working closely with other professional, civic and private organizations
- 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)
- Develop and oversee outreach plan including production of outreach materials (i.e., newsletter, newspaper articles, brochures, flyers, etc.)

Contract and Fiscal Management

- Responsible for successful management of contracts, grants and other funding sources, coordinating with accounting department, funding source and Board as indicated; ensure deadlines are met
- Work with accounting department to ensure timely submission of required invoices, documentation, progress reports, tax filings, etc., as required by contracting/funding sources etc.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- Responsible for completing grant applications and developing other resources necessary to support Caregivers Program

Compensation: Commensurate with qualifications and experience  
Hours: Monday to Saturday, 35 hours per week; flexible hours  
To Apply: Submit cover letter and resume to:  
Fax: 212-349-2793  
Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting Date: August 2, 2019

Application Deadline: Until Filled

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