



JOB ANNOUNCEMENT

Under the sponsorship of Hamilton-Madison House, City Hall Senior Center is one of the largest senior centers in New York City, providing nutritious meals, vital services and activities to seniors who come from many different areas of NYC. The CHSC is a model for providing high quality, high volume, culturally and linguistically appropriate services and programs and has a high public profile and visibility.

The Assistant Director plays an integral role in assuring the center operates as efficiently and effectively as possible working with the Program Director on overseeing daily operations. The Assistant Director also provides case assistance, information and referral to the center's members. The position reports to the Director of CHSC.

Minimum Qualifications:

- Graduate of an accredited college or university with a Bachelor's Degree required, preferably with a major in the social sciences including social work, psychology, counseling, human services or sociology; Master's degree preferred or at least 3 years of experience in social services
- Strong commitment to mission of City Hall Senior Center
- Knowledge in the social welfare system and the target population preferred
- The ability of being a good listener and team player is crucial. Nonjudgmental, socially perceptive, empathic
- Sensitivity to and understanding of the needs of the elderly. Work well with people and seniors in particular. Prior experience working with older adults desirable
- 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 staff and community groups and funding sources
- Excellent verbal and written communication skills
- Strong Supervisory skills
- Excellent computer skills required and willingness to learn other programs as required. Experience with STARS desirable
- Understanding and appreciation of the role of race, 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 English/Chinese (Cantonese and/or Mandarin) required
- Food Protection Certificate a plus

Responsibilities:

Program

- Assist the Director in operating the program on a daily basis
- Assist the Director in managing the physical facility of the Center and act as the liaison to vendors, contractors, and government agencies including DFTA, DOHMH, DCAS and HPD

- Conduct intake, assessment and provide social services, entitlement counseling and assistance, information and referral
- 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
- Maintain accurate client records, both written and electronic and enter into client data base(s) in a timely manner
- Ensure maintenance of client confidentiality; appropriate consent and release forms are obtained prior to contacting outside agencies and programs on client's behalf
- Oversee the daily operation of kitchen. supervise the kitchen and maintenance staff
- Coordinate with cook in preparation of menus, assist in managing food service preparation and delivery; coordinate meal programs at satellite drop-off sites; ensure that food preparation and service comply with nutrition and safety standards and that all regulations and guidelines of contracting agency and funding sources are adhered to
- Coordinate and supervise the Center's Title V program, interns and SYEP students
- Represent the Center and/or the Director by attending various community meetings or events as required
- Participate in professional training as necessary and appropriate
- Conduct wellness calls to members on daily basis and/or other assigned duties during COVID-19
- Complete requirements for Food Safety Certification and assure that kitchen staff also possess required certifications
- Participate in case conferences, staff meetings and training sessions
- Work with Program Director and other team members to actively recruit volunteers and interns
- Serve as the Acting Director during the Program Director's absence

Community Outreach and Partnerships/Collaborations

- Assist Program Director to maintain and expand existing community partnerships by working closely with other professional, civic and private organizations to promote the center and increase participation
- 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) as indicated by Program Director
- Participate in outreach activities

Compensation: Commensurate with qualifications and experience

Hours: Monday to Friday, 35 hours per week

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

Posting Date: September 2, 2020

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer