



## **JOB ANNOUNCEMENT**

Hamilton-Madison House is seeking a Director of Knickerbocker Village NORC, who will be responsible for overseeing all aspects of the organization, ensuring efficient and effective operation to meet mission and goals. He/she will lead and represent the organization, work closely with the sponsor, housing management, elected officials, funding sources, community partners, clients and public. He/she will ensure that all involved are aligned with the organization's mission and vision by working together to successfully achieve strategic objectives and contractual goals.

### **Minimum Qualifications:**

- Graduate of an accredited college or university with a Master's Degree required; MSW or LMSW preferred but social science field with relevant experience is also acceptable
- Strong commitment to mission of knickerbocker Village NORC SSP
- Experience in nonprofit management; previous director experience desirable
- Nonjudgmental, socially perceptive, empathic and a good listener
- Sensitivity to and understanding of the needs of the elderly. Prior experience working with older adults desirable
- 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 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
- Supervisory experience
- Bilingual Mandarin, Cantonese or Spanish desirable

### **Responsibilities:**

#### *Program:*

- Develop, implement and ensure success of program activities and services in accordance with contractual obligations; ensure that annual contractual goals, assessments, required number of

service units are attained as well as case notes and units adhere to guidelines and standards of contracting agencies, funding sources and professional standards

- Oversee successful implementation and completion of evidence-based programs in coordination with funding source(s) and as required by funding contract(s)
- Oversee successful health indicator program implementation in coordination with funding source(s) and as required by funding contract(s)
- Implement programs and activities to actively foster communication and cooperation among diverse groups in community
- Create a culture of cooperation, transparency and communication throughout the organization

#### *Supervision*

- Recruit, train and supervise qualified and competent professional and administrative staff to provide the services indicated by community needs 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 who provide case management, case assistance, health care management and health care assistance services
- Foster interdisciplinary collaboration and oversee development and implementation of a care plan for all case management/healthcare management 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 volunteer program

#### *Community Outreach and Partnerships/Collaborations*

- Responsible for the enhancement of KV NORCs 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.)
- Organize and lead Partnership meetings, Senior Advisory Committee meetings, 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; ensures 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 Knickerbocker Village NORC's mission

Compensation: Commensurate with qualifications and experience

Hours: 35 hours per week, Monday to Friday

To Apply: Submit your cover letter and resume to:

Human Resources

Fax: 212-349-2793

Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting Date: March 14, 2019      Application Deadline: Until Filled

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