



## 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 Program Director will work with senior residents of the Alfred E. Smith Housing Development. He/she will also conduct the partnership meetings and work collaboratively with health care professionals, local businesses, and governmental personnel. The Director will oversee the full responsibility of the center and plans, organizes, supervises and directs all phases of the Senior Citizens recreation, nutrition, education, transportation, outreach, information and referral, MSW intern and volunteer services, and NYCHA facility related issues. He/she will develop and maintain a caseload and conduct outreach to the residents. This position will also identify clients to provide bio-psychosocial assessments, monitor and assist the seniors with social services.

### **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 Smith 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
- 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 Smith 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.
- Work with NYCHA to address facility needs and to ensure a functional setting for operations

*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 Smith NORC's mission

Compensation: Commensurate with qualifications and experience

Hours: Monday to Friday, 35 hours per week

To Apply: Submit cover letter and resume to:

HMH HR Department

Fax: 212-349-2793

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

Posting Date: January 1, 2021

Application Deadline: Until filled

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