



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 and 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
- Strong commitment to mission of City Hall Senior Center
- 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
- 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
- Supervisory skills
- Excellent computer skills required including experience with data management systems 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

Responsibilities:

Program

- Conduct intake, assessment and provide case assistance services, information and referral to participants of the senior center as indicated
- 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
- Supervise the kitchen, maintenance staff and Title V workers
- 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
- Complete requirements for Food Safety Certification and assure that kitchen staff also possesses required certifications
- Assist the Program Director in managing the physical facility of the center and act as liaison to DCAS, HPD and DFTA. Ensure maintenance and custodial schedules are adhered to and meet contractual requirements. Monitor and adjust as indicated
- 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
- Other duties as determined by Program Director and required by funding sources

Community Outreach and Partnerships/Collaborations

- Work with 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 as indicated by Program Director

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@hmonline.org

Posting Date: August 19, 2019

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer