

NEW YORK CITY DEPARTMENT FOR THE AGING

JOB VACANCY NOTICE 125-23-00 CW

Position:	Director, Elder Justice Practice	Salary:	\$95,000 - \$105,000
Bureau:	Programs	C.S. Title:	Administrative Program Officer (M-I)
Unit:	Office of Elder Justice & Mental Health	Supervisor:	Jocelyn Groden
Additional Information:			
<p><i>The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.</i></p> <p><i>As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.</i></p>			
Job Description:			
<p>New York City is home to approximately 1.7 million older adults, and the Department for the Aging (NYC Aging) is committed to helping them age in their homes and communities. The mission of NYC Aging is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. The NYC Aging also works to support caregivers through service, advocacy, and education.</p> <p>The Elder Justice Unit works to protect older New Yorkers from crimes and abuse and helps victims of crimes address their safety, emotional and financial concerns. Assistance to victims of elder abuse through direct services by helping them secure orders of protection, providing long-term counseling, accompanying victims to court, examining powers of attorney and other legal documents, working with police to place victims on high-propensity lists, and working closely with District Attorneys to aid in the prosecution of cases. Long-term case management services to clients, many of whom present highly complex cases. Prevention activities that include trainings and outreach.</p> <p>NYC Aging seeks a dynamic, motivated, and detail-oriented individual to serve as the Director, Elder Justice Practice to provide supervision to a team of social workers, interns, support staff and volunteers who provide direct services to hundreds of older victims of crime and elder abuse victims each month. This position will also support the needs of older adults to prevent the likelihood of financial abuse and exploitation by working with clients and their families to implement financial planning strategies including linkage and referral to NYC Aging's Bill Payer program.</p> <p>The Responsibilities include but are not limited to the following:</p>			
Managerial:			
<ul style="list-style-type: none"> • Supervise, mentor, and coach team of social workers, case workers, interns and other direct service staff as needed to prevent and address crime and abuse victims. • Partner with NYPD, OIT and Legal to ensure that the Memorandum of Understanding (MOU) executed between NYC Aging and NYPD is strictly followed, client's are contacted and appropriately assisted within the time frames specified in the MOU. • Execute high quality program efficacy and ensure compliance with State grantor and NYC Aging goals and requirements. • Identify staff training needs, work with the Senior Director and the training unit to design meaningful learning opportunities and/or research community trainings for NYC Aging social work staff. • Support with complex cases to the degree necessary to drive optimal client services and support which may include as needed contracted agencies. • Support Senior Director as needed to ensure and drive success of the Elder Justice unit's vision. • Promote practice improvement by gathering and sharing the latest research in practice and approaches to support victims of crime and abuse. 			
Reporting and Oversight:			
<ul style="list-style-type: none"> • Ensure that the NYS Office of Victim Services (OVS) reporting requirements are completed monthly and quarterly. • Assess current operations, build on programmatic success, and identify opportunities for continual growth and improvement within the Office of Elder Justice. • Develop and implement strategies to use data to drive program improvement, including increasing outreach and access to programs and opportunities such as NYPD, District Attorney's Office, Housing, Family Courts and NYC Aging community partners. • Develop and implement process of data collection and impact analysis to support continued growth of the Elder Justice unit. • Work with Elder Justice social work staff in identifying missing, incomplete, incorrect and/or inaccurate client data in the STARS database. 			
Financial Empowerment:			
<ul style="list-style-type: none"> • Drive collaborations that support and scale older adults' knowledge of financial and long-term care and planning information and tools. 			
Minimum Qualifications:			
<ol style="list-style-type: none"> 1. Graduation from an accredited college with a baccalaureate degree and five (5) years of full-time, professional experience in social services, community relations, public administration or management, of which at least one year must have been in the field of aging, and of which at least one and one-half years must have been in an administrative or managerial capacity; or 2. Education and experience equivalent to "1" above. However, all candidates must have one year of experience in the field of aging and one and one-half years of experience in an administrative or managerial capacity. 			

Preferred Skills:

- Prior experience with direct supervision of social/case work staff providing direct services.
- Prior experience with older adult population primarily in crime and/or elder abuse victims.
- SIFI Certification strongly preferred.
- Candidate should possess strong communication skills (written & verbal).
- Candidate must have strong analytical, management and financial skills.
- Proficiency in Microsoft Office Suite (Word, Excel, and Outlook).
- Availability to travel to NYC locations to attend required meetings.
- LMSW, or closely related Master's Degree preferred.
- Prior experience working across various levels of an organization, building trust and fostering collaboration.
- Experience with public speaking engagements a plus.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #586949

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #586949

Please do not email, mail or fax your resume to NYC Aging directly.

55-a Program:

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Dated:

Post Until:

Filled