

NEW YORK CITY DEPARTMENT FOR THE AGING

JOB VACANCY NOTICE 125-23-00 CW

Position: Senior Director, Elder Justice	Salary: \$120,000 - \$135,000
Bureau: Programs	C.S. Title: Administrative Program Officer (M-I)
Unit: Office of Elder Justice & Mental Health	Supervisor: Jocelyn Groden
<p>Additional Information:</p> <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>	
<p>Job Description:</p> <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 Office of Elder Justice supports and oversees the following: 1) the Elderly Crime Victims Resource Center which direct services to approximately 800 older adult crime victims each month, 2) the Elder Abuse Community Providers who are contracted to provide direct social and legal services and public safety education and outreach to address and prevent elder abuse, 3) the Tenancy & Eviction Support Services program which provides social services and other supports to preserve tenancy for clients who are at risk of being evicted from their homes and 4) the Bill Payer program which helps older adults prevent the likelihood of financial abuse and exploitation by working with clients to organize bills, budget, and make sure that bills are paid on time using a private fin Tech company.</p> <p>Responsibilities will include but are not limited to the following:</p> <p>Managerial Scope</p> <ul style="list-style-type: none"> • Provide operational, programmatic, and fiscal management of the Office of Elder Justice to support direct and contracted services and meets the needs of clients including oversight for the Elderly Crime Victims Resource Center, Elder Abuse Community based contracts, The Tenancy Eviction and Support Services Unit and the Bill Payer program. • Identify opportunities for staff growth and development, training needs, and feedback. • Serve as a key strategist, innovator and key thinking to continually improve and bring awareness to the needs of older adults as it relates to elder abuse, crime prevention and tenancy preservation. <p>Data and Program Management</p> <ul style="list-style-type: none"> • Develop and implement process of data collection, impact analysis, to support continued growth of the programs. • Assess current operations, build on programmatic success, and identify opportunities for continual growth and improvement. <p>Direct Services</p> <ul style="list-style-type: none"> • Oversee the provision of direct services including managing and supporting a team of social workers responding to the needs of crime victims. • Execute high quality program efficacy and ensure compliance with State grantor and NYC Aging goals and requirements through data and program management. <p>Contract Management</p> <ul style="list-style-type: none"> • Manage and provide support to contracted service providers to ensure compliance and optimal performance with all contract agreements, deliverables, regulations, and performance expectations, including with program community sites. <p>Budget Management</p> <ul style="list-style-type: none"> • Plan, oversee and monitor the program budget and strategic spending of grant funds received through NYS Office of Victim Services and or other potential funding sources. • Manage and oversee spending and budgets for contracted providers. <p>Key Relationships</p> <ul style="list-style-type: none"> • Expand and enhance NYC Aging relation with NYPD, DA's and Housing court citywide among others to drive continual improvement of support and preventive efforts that enhance the safety and well being of older adults. • Partner with NYPD, OIT and legal to ensure that the MOU executed between NYC Aging and NYPD is followed, clients are contacted and appropriately assisted within the periods specified in the MOU. • Develop and implement strategies to use data to drive program improvement, including increasing outreach and access to programs and opportunities, such as NYPD, DA's, Housing, family courts, APS and NYC Aging community partners. • Maintain collaborative, solution focused relationships with internal partners including Finance, Procurement, Data team, and Programs. • Serve as program liaison to other government agencies and community partners and effectively represent NYC Aging. • Respond to requests for City Hall, the media and others. • Serve as the key agency representative and expert on elder crime, abuse and tenancy. <p>Marketing and Outreach-</p> <ul style="list-style-type: none"> • Design, develop and implement marketing campaign strategies to promote awareness in the field of Elder Abuse, Elder Crime and Housing and Eviction prevention services. 	

Minimum Qualifications:

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:

- Strong program management, data, and budget skills, experience managing a direct service operation, working with older adults and providing/overseeing services to victims of crime and abuse.
- Extensive leadership skills and experience.
- Consistently demonstrate effective organization/prioritizing and time management.
- Ability to anticipate challenges and needs and act proactively to implement/solve.
- Ability to be solutions-oriented and drive change management.
- Excellent verbal, writing and presentation skills.
- Experience with managing grants, meeting contract deadlines, submitting data and narrative reports plus familiarity with the NYC budgeting process.
- Extensive knowledge and experience with victim services, especially as it relates to elder abuse and crime.
- Experience with housing preservation and eviction service support.
- Masters degree in social work or closely related field strongly preferred.
- SIFI certification preferred.
- At least 5 years experience managing a program team.

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 #585289
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #585289
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