

**CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING**

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Supervisor III (Social Services)</u>	Salary:	<u>\$61,850 - \$91,678* \$71,128- \$91,678**</u>
Title Code:	<u>52313</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Long Term Care Supervisor</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Long Term Care/Long Term Care</u>		

**Job Description:**

Under supervision of the Deputy Assistant Commissioner for Long Term Care, but with latitude for independent judgment, will act as a senior project leader in overseeing the Friendly Visiting Programs. The Friendly Visiting Programs are located in all 5 boroughs and directly managed by non-profit agencies that have a contract with the Department for the Aging. The Friendly Visiting Programs' central role is to match a volunteer with an isolated older adult who is homebound. Through weekly visits, meaning relationships between the older adult and the volunteer prosper in mutually beneficial ways. The Coordinator will play a central role in supporting Friendly Visiting Programs in their efforts to develop effective outreach strategies. The Coordinator will have program development, monitoring and evaluation responsibilities for the Friendly Visiting Program. The Coordinator will be in regular communication with programs, collaborate with partner agencies in providing technical assistance and function as the primary point person for this program within DFTA. The Coordinator will also support the unit through follow up and tracking of collaborative projects and trainings both within the Unit, with other City agencies, and contracted providers as required. Current collaborations include but are not limited to programs offering mental health and elder abuse service to homebound clients.

**Specific tasks will include:**

- Participates in the development expansion of the Friendly Visiting Programs with a focus on volunteer recruitment and retention. Works with the programs on an ongoing basis to develop and operationalize effective volunteer outreach strategies.
- Regularly monitors programmatic operations for Friendly Visiting Programs by conducting comprehensive off and on-site program assessments, meeting with program personnel, reviewing performance reports to ensure Friendly Visiting Programs meet Department for the Aging standards, contract requirements, and stated objectives and goals.
- Identifies Friendly Visiting Programs deficiencies and initiates correction actions; provide technical assistance in program planning and development, researches and analyzes problems and recommends solutions; and review budget amendments.
- Coordinates, plans and monitors Case Management use of specialty programs such as mental health programs. Collaborates on behalf of Case Management with APS and the MDT programs, and plans for specialty training of Case Management.
- Gathers and analyzes program related data and prepares regular summary reports.
- Participates in special projects and new initiatives as required by the Unit.

**\*Non-City rate**

**\*\*City incumbent rate**

**Minimum Qualifications:**

A baccalaureate degree from an accredited college and three years of full-time satisfactory experience in social casework, at least two years of which must have been in a supervisory capacity.

**Preferred Skills:**

- Knowledgeable and experience with Friendly Visiting Programs.
- Experience in developing successful community outreach strategies.
- Knowledge of and experience working with community and faith based organizations in NYC.
- Excellent oral and written communication skills and capacity to work both independently and as part of a team.
- Excellent organizational skills, ability to take initiative, problem solve, prioritize duties and work independently in a fast pace and team environment.
- Master's degree or higher in related field.
- Proficient in Microsoft Word and Excel.
- Candidates should want to make an impact in improving services for seniors in NYC who are homebound and isolated
- Experience in social case work (direct services for clients, and/or outreach, and/or program planning, etc.).

**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 #347287

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#347287

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

Posting Date: <b>July 5, 2018</b>	Post Until: <b>Filled</b>	JVN No. <b>125-19-02 CW</b>
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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**Note: This position is open to qualified persons with a disability who are eligible for the 55-a Program.**