

**NEW YORK CITY DEPARTMENT FOR THE AGING
2 LAFAYETTE STREET
NEW YORK, NY 10007
JOB VACANCY NOTICE**

JVN 125-12-06 CW

Position: Deputy Director of Long Term Care	Salary: \$56,021 - \$76,924 * \$64,424 - \$76,924 **
Bureau: Long Term Care and Active Aging	C.S. Title: Program Officer II
Unit: Long Term Care	Supervisor: Alan Hom

Job Description:

Under general direction, with very wide latitude for independent action and decision making, oversees the work of Long Term Care; acts as a senior project leader of complex assignments encompassing the monitoring and evaluation of programs in Long Term Care; and performs related work.

- Monitors programmatic operations of the Long Term Care Unit by supervising staff that observe performance, meet with program personnel, make field visits, review performance reports and budgets; ensures program compliance with contract and/or stated objectives and goals.
- Identifies program deficiencies and initiates corrective actions; provides technical assistance in program planning and development, researches and analyzes problems and recommends solutions.
- Conducts special studies of anticipated and ongoing problems arising in service delivery and/or administration. Recommends approaches to avert serious difficulties and to improve the general level of service delivery.
- Collects management information systems data for analysis. Prepares regular summary reports, comparing actual productivity to stated objectives and goals.
- Coordinates and directs program planning, development, implementation, monitoring and evaluation assignments, including supervising work of staff in such activities; prepares reports.
- Develops and maintains internal administrative controls of a program area to ensure compliance with Federal and State laws, rules and regulations.
- Prepares reports on staff operations; recommends changes in policy or procedures to improve services.

*Non-City Rate

**City incumbent Rate

Minimum Qualifications:

A baccalaureate degree from an accredited college or university and four years of full-time satisfactory professional experience in social services, community relations, public administration or management, contract management, or social research and/or planning, of which at least one year must have been in the field of aging; or the equivalent in education and/or experience. Experience may be substituted for education on a year-for-year basis. However, all candidates must: (a) have one year of experience in the field of aging; and (b) possess a four-year high school diploma or its educational equivalent.

Preferred Skills:

- Master of Social Work.
- Experience in social case work; at least 2 years in a supervisory capacity.
- Experience with case management, home delivered meals, home care and elder abuse programs.
- Self starter, able to grasp concepts and operationalize same; work as part of a team.
- Excellent writing, communication and organizational skills.
- Proficient in Excel.

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

TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN NUMBER TO:

**Department for the Aging
Jeanmarie Weber**

**Employment Manager, Human Resources
2 Lafayette Street, 9th Floor, New York, NY 10007**

-OR-

E-mail to DFTArecruit@aging.nyc.gov (indicate JVN NUMBER in subject line)

Department for the Aging employees must also submit a bid form.

Be sure to indicate the position for which you are applying.

Dated: May 23, 2012	Post Until: June 6, 2012
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EQUAL OPPORTUNITY EMPLOYER