

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Administrative Program Officer M-1</u>	Salary:	<u>\$53,051 - \$145,991*</u> <u>\$57,210 - \$145,991**</u>
Title Code:	<u>10084</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Healthcare Specialist</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Program Development/Planning Division</u>		

**Job Description:**

The New York City Department for the Aging is looking to hire a Healthcare Planning Specialist to assist the Department in achieving its strategic goal of integrating healthcare initiatives and funding into existing and planned program activities across the City. Under the direction of the Director of Program Development, the Healthcare Planning Specialist will assist the Planning Division in the following ways:

- Through research, meeting participation and other means, remain abreast of City, State and Federal healthcare reform initiatives that impact older adults and people with disabilities in New York City and convey that knowledge through written and verbal communication with key stakeholders within and outside of DFTA.
- Create, maintain and manage relationships with City, State and Federal agencies in order to facilitate DFTA's access to healthcare funding.
- Facilitate ongoing dialogue with key stakeholders within the Medicaid managed care community, DSRIP Performing Provider Systems and other healthcare systems impacting DFTA's work.
- Represent DFTA at meetings, conferences and other forums regarding the strategic healthcare goals of the Department.
- Write critical analyses, reports and briefs for both internal and external stakeholders.
- Facilitates cross-department dialogue, problem-solving and planning sessions to advance the work.
- Assist in the development of program standards, quality measures and other identified mechanisms for creating a structure for DFTA to draw down healthcare funding.
- Assists in the development of new healthcare program initiatives, e.g., Care Transitions.
- Prepare notes, meeting minutes and memos for the Planning Division and other DFTA departments.

**\*Non-City rate.**

**\*\*City incumbent rate.**

**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:**

- Five years of experience in policy analysis and/or planning around Medicaid, Medicare and healthcare in general, with special emphasis on Medicaid Redesign and waiver initiatives in New York State.
- Five years of experience in working with or on behalf of populations of individuals requiring long term care and support services.
- Three years of experience in project management.
- Two years of experience in program development.
- Excellent writing, community and organizational skills.
- Ability to work independently and in a collaborative manner with multiple stakeholders in and outside of the Department.
- Master's degree from an accredited college in public administration, healthcare administration, healthcare policy, management science, organizational development, sociology, social work, psychology, planning or other closely related field preferred, or Baccalaureate degree from an accredited college in one of the listed fields of study.

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

**TO APPLY**

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 #224306

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#224306

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

Posting Date: <b>December 1, 2015</b>	Post Until: <b>Filled</b>	Posting No. <b>125-16-14 CW</b>
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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**