CITYWIDE VACANCY NOTICE

Civil Service Title: Supervisor (Social Services) III
Salary: $71,128 - $91,678**

Title Code: 52313
Number of Positions: 1

Office Title: Long Term Care Supervisor
Work Location: 2 Lafayette Street, NYC

Division/Work Unit: Long Term Care/Elderly Crime Victims Resource Center

Job Description:

The Elder Abuse Coordinator will act as a senior project leader for contracted Elder Abuse programs’ and DFTA’s work with Multidisciplinary team (MDT’s). The Coordinator will have monitoring and evaluation responsibilities for the Elder Abuse and any Multidisciplinary team contracts. The Coordinator will play a central role in the implementation of the program. The Coordinator will function as the primary point of contact and communication between the programs and the Department, stay current on programs’ status and progress toward achievement of the programs’ goals and contractual obligations. The Coordinator will facilitate communication with DFAT colleagues and between the entities that are working with clients to help optimize client well-being, safety and the coordination of services.

- Regularly monitors Elder Abuse and MDT programmatic operations by conducting comprehensive off and on-site program assessments, meeting with program personnel, reviewing performance reports to assure elder abuse programs’ and MDT programs meet Department for the Aging standards, contract requirements, and stated objectives and goals.
- Identifies Elder Abuse and MDT program deficiencies and initiates corrective actions; provides technical assistance in program planning and development; researches and analyzes problems and recommends solutions; and reviews budget amendments.
- Coordinates and directs program planning, development, and implementation of the MDT. Once MDT established, attends MDT meetings as the DFTA representative and/or obtains updates on meetings from DFTA representative. Facilitates communication between DFTA funded programs and the MDT concerning clients and policies.
- Gathers and analyzes program related data and prepares regular summary reports.
- Participates in special projects and new initiatives.
- Provides backup for Elderly Crime Victims Resource Center supervisor as needed.

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:

- Extensive knowledge and experience in Elder Abuse.
- Experience being a part of an MDT.
- 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 paced and team environment.
- Master's degree or higher in related field.
- Proficient in Microsoft Word and Excel.
- Candidate should want to make an impact in improving services for seniors in NYC who are victims of elder abuse.

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 #351837

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#351837
Please do not email, mail or fax your resume to DFTA directly.

Posting Date: August 14, 2018
Post Until: Filled
JVN No. 125-19-09 CW

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,