

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Program Officer I</u>	Salary:	<u>\$56,845* (Non-City minimum) \$65,372** (City minimum)</u>
Title Code:	<u>51454</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Program Officer I</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Bureau of Social Services/Home Based Services</u>		

Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the NYC Department for the Aging.

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.

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.

Job Description:

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

The Program officer will work within the Home Based Services Unit which includes the Case Management, Home Care, Friendly Visiting and Friendly VOICES Programs. Under the supervision of the Home Based Services Unit Director but with latitude for independent judgment and initiative, the Program Officer will oversee contracts for Case Management and Home Care. Essential to this role is an ability to partner with community programs and support their efforts in delivering quality services to older adults. In addition, good communication skills, attention to detail and enthusiasm to work with older adults and the programs they oversee is crucial.

Responsibilities and duties of the Program Officer include:

- The Program Officer negotiates and reviews program budgets with contractors, in accordance with Department for the Aging's established policies, procedures, budgetary constraints and social service priorities.
- The Program Officer supports quality programming that adheres to program standards by performing annual program assessments through program visits and record review; shares findings with programs and follows up to ensure and achieve program compliance. Identifies areas of program strength and weakness and recommends improvements. Shares agency policy and provides technical assistance to contractors and community groups.
- The Program Officer maintains liaison with community groups, public and private agencies, and officials to improve coordination of services and community involvement in planning.
- The Program Officer gathers and analyzes data for preparation of plans, reports and/or proposals in conjunction with staff from other Department bureaus and unit, coordinates needed program meetings to respond to program needs, inquiries and other program activities that will support the success of the program's implementation of services, promotes planning of new and additional resources and performs activities relating to their implementation. The Program Officer may also participate in special projects.

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

1. A baccalaureate degree from an accredited college or university and three 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
2. Education and/or experience that is equivalent to "1" above. Experience as described in "1" above may be substituted for education on a year-for-year basis. However, all candidates must: (a) have one year of experience as described in "1" in the field of aging; and (b) possess a four-year high school diploma or its educational equivalent.

Preferred Skills:

- Demonstrated ability to manage multiple complex projects to completion, preferably in a government or community based service setting.
- Excellent organizational skills with ability to take initiative, problem solve, prioritize duties and work independently in a fast paced and team environments.
- Capacity to work both independently and as part of a team.
- Master's degree or higher in social services related field.
- Bilingual.
- Proficient in Microsoft Excel, Word, and ability to use technology.

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#: 536493

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#: 536493

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

Posting Date: **July 22, 2022**

Post Until: **Filled**

JVN No. **125-23-07 CW**