

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	Community Coordinator	Salary:	\$54,100* - (Non-City minimum) \$62,215** - (City minimum)
Title Code:	56058	Number of Positions:	1
Office Title:	Program Manager	Work Location:	2 Lafayette Street, NYC
Division/Work Unit:	Community Services/Naturally Occurring Retirement Community Services (NORCS)		

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.

DFTA seeks a dynamic, motivated and detail-oriented individual to serve as a Program Manager to work in the Bureau of Community Services, Naturally Occurring Retirement Community Supportive Service Programs (NORC SSPs) Division.

- Effectively oversees DFTA's contracts with providers of Naturally Occurring Retirement Community Supportive Service Programs (NORC SSPs) assuring sound program design and appropriate operating support.
- Functions as an active and contributing team member with NORC core partners and Advisory Board; meets as needed with NORC program staff, residents, sponsoring agency, and/or housing entity as appropriate to help set goals, resolve issues, and facilitate effective partnerships.
- Provides technical assistance as needed regarding program operations for assigned programs, especially related to the NORC program model. NORC Health Indicators and DFTA standards and policies. Identifies areas of program strength as well as concerns, recommends strategies for improvement.
- Thoroughly and effectively monitors contract compliance and adherence to performance standards, including performing field visits, reviewing and analyzing service reports, and recommending corrective actions as needed.
- Assist in the development and dissemination of information and guidance's to the NORC SSPs. Addresses inquiries and/or complaints from or on behalf of seniors promptly and accurately.
- Prepares briefings, program profiles and reports ads assigned, using all computer tools available.
- Participates in the reading and evaluation of the Agency's Request for Proposals (RFP).
- Participates in special projects and new initiatives.

***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 and two years of experience in community work or community centered activities in an area related to the duties described above;
2. High School graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties described above; or
3. Education and /or experience which is equivalent to “1” or “2” above. However, all candidates must have at least one year of experience as described in “1” above.

Preferred Skills:

- A master’s degree in social work, public or community health, public administration or related field.
- Previous experience with NORC SSPs, community-based health and wellness programming, evidence-based programming, team building, community organizing, successful project management.
- Bi-lingual candidates (in Spanish, Chinese) are encouraged to apply; prefer good computer skills in MS Word, Excel and Access; candidates must be willing to travel extensively within the five boroughs of New York City.
- Excellent organizational and writing skills.

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#: 537411

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#: 537411

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

Posting Date: August 19, 2022	Post Until: Filled	JVN No. 125-23-09 CW
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