

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Program Officer-I</u>	Salary:	<u>\$51,376 - \$74,187*</u> <u>\$59,082 - \$74,187**</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>Long Term Care/Long Term Care</u>		

**Job Description:**

Oversees a diverse case load of Long Term Care programs that help optimize the health and wellbeing of seniors so that they can live safely in their own homes and communities. The program officer's portfolio will be reflective of the services contracted through the Long Term Care Unit and may include case management, home delivered meals, home care, elder abuse and other critical services provided to seniors in their homes. The Program Officer functions as the primary point of entry and communication between the programs and the Department, stays current on programs' status and progress toward achievement of program goals and contractual obligations.

- Regularly monitors and conducts comprehensive off and on-site assessments to assure programs' compliance with Department for the Aging standards and contract requirements.
- Gathers and analyzes program related data and prepares written reports as needed using required computer tools and reporting methods. Uses the reports to identify program issues and service gaps and provides timely technical support to programs on staffing, budgetary and client issues.
- Analyzes program procedures and budgets. Informs, collaborates and acts as liaison with other DFTA units (such as Budget Unit and Procurement Unit) regarding programmatic issues. Assists in the review of budget amendments, agreements and renewals in accordance with Bureau time frames.
- Participates in special projects and new initiatives.

\*Non-City rate.

\*\*City incumbent rate.

**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:**

- Bi-lingual candidates are strongly encouraged to apply.
- Good computer skills in Word and Excel.
- Ability to work on multiple projects simultaneously.
- Strong team player.
- Candidates must be willing to travel extensively within the five boroughs of New York City.

**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 #238999

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#238999

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

Posting Date: <b>April 19, 2016</b>	Post Until: <b>Filled</b>	JVN No. <b>125-16-32-CW</b>
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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**