

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Program Officer (M-I)</u>	Salary:	<u>\$54,643 - \$150,371* \$58,926 - \$150,371**</u>
Title Code:	<u>10084</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Director, Caregiver Resource Center</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>HealthCare Connections/Caregiver Resource Center</u>		

Job Description:

- Lead agency efforts to enhance caregiver supports and assistance, within DFTA network and with external collaborators.
- Manage Caregiver Resource Center Unit activities and staff.
- Administer all aspects of the Title III-E and BIP Caregiver Support programs.
- Develop working partnerships with all external stakeholders, including NY Connects.
- Represent DFTA at community meeting, events and forums.

***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:

Master's degree in social work or related human services preferred. Minimum 5 years of demonstrated managerial or supervisory responsibility for successful program operation in caregiving, aging, or behavioral health areas. Knowledge of long term care system and services essential. Experience with government contracting, compliance and reporting necessary. Ability to develop and manage simultaneous aspects of budgeting and programming; experience in program evaluation; effective written and verbal communication skills critical. Demonstrated networking and relationship-building required.

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 #266539

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#266539

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

Posting Date: October 12, 2016	Post Until: Filled	Posting No. 125-17-11 CW
---------------------------------------	---------------------------	---------------------------------

WE ARE AN EQUAL OPPORTUNITY EMPLOYER