

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

CITYWIDE VACANCY NOTICE

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| Civil Service Title: | <u>Administrative Program Officer M-1</u> | Salary: | <u>\$53,051 - \$145,991*</u> <u>\$57,210 - \$145,991**</u> |
| Title Code: | <u>10084</u> | Number of Positions: | <u>1</u> |
| Office Title: | <u>Director, NY Connects</u> | Work Location: | <u>2 Lafayette Street, NYC</u> |
| Division/Work Unit: | <u>HealthCare Connections/NY Connects</u> | | |

Job Description:

The Department for the Aging (DFTA) serves as the administrative agency for NY Connects, a statewide ‘no wrong door’ system of information for persons of any age who may require long term services and supports. NY Connects is designed to assist younger adults with developmental disabilities, individuals with behavioral health needs and older adults, as well as their caregivers, friends, neighbors and professionals. A network of five borough-wide social service hubs have been contracted by DFTA to assess and link consumers to the relevant agency, office or provider, regardless of need.

Through its NY Connects activities, DFTA is partnering with numerous state and city governmental entities and community based organizations for relationship-building and notably, through the creation of a Long Term Care Council which will reflect the diversity of population, need and service. This Council will function as an advisory body toward successful implementation of NY Connects in NYC.

- Provide oversight of all aspects of citywide implementation of NY Connects.
- Oversee program contract compliance, track and report program deliverables.
- Oversee and participate in development of Long Term Care Council.
- Ensure adherence to NYS standards and protocols.
- Supervise program staff.
- Represent DFTA/NY Connects at key stakeholder meetings.
- Oversee NY Connects budget and invoice approval.
- Participate in development of all media related aspects of program.

***Non-City rate.**

****City incumbent rate.**

Minimum Qualification:

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:

Minimum 5 years demonstrated responsibility for successful program operation in aging, disability, or behavioral health arenas. Knowledge of long term care system and services essential. Experience with governmental 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. Experience with staff recruitment and supervision. Masters degree in social work, public health administration or related human services preferred.

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 #227123

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#227123

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

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| Posting Date: January 5, 2016 | Post Until: Filled | Posting No. 125-16-15 CW |
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER