

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	Supervisor III <u>Social Services (Per-Diem)</u>	Salary:	\$32.87 - \$48.72* <u>\$37.80 - \$48.72**</u>
Title Code:	<u>52313</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Deputy Director, HIICAP</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Active Aging/Health Insurance Information Counseling & Assistance Program (HIICAP)</u>		

Job Description:

The HIICAP Program Coordinator collaborates with the New York City Director in managing all daily operations. S/he must have working, practical knowledge and experience with Medicare, Medicare Advantage, EPIC, Medicaid, and other interrelated aspects of health insurance as it pertains to seniors and the disabled. This includes Medicare Part D enrollment, exceptions and appeal rules in its practical application must be understood. The selected candidate will assist the HIICAP Director with the following:

- Manage and motivate staff plus provide Medicare training.
- Coordinate/oversee volunteer recruitment, annual trainings, placements and volunteer appreciation events.
- Manage grant application processes, HIICAP outreach and review of all outreach requests.
- Serve as liaison between State and the Department for the Aging (DFTA) while attending trainings and at meetings.
- Generate new ideas for collaborative relationships between HIICAP and community based organizations by expanding the visibility and role of HIICAP in the community, both using volunteers and increasing community sites citywide.
- Assist the Program Director with overseeing staff schedules and assisting with hiring as needed.
- Delineate staff responsibilities in line with HIICAP goals.
- Work collaboratively with interagency departments to meet aggressive goals.
- Oversee HIICAP publications and ordering of HIICAP materials.
- Oversee and implement program budget, interact with DFTA's internal accounting unit and the New York State Office for the Aging's (NYSOFA) HIICAP office.
- Develop and prepare strategic budget plans, financial analysis and spending plans for multiple federal and State HIICAP grants. Submit proposals for new HIICAP funds as well as renewal of funds.
- Prepare analytical and statistical reports on operations and activities regarding HIICAP compliance with grant specifications and other data pertinent to quality assurance activities utilizing multiple data management systems such as STARS, PeerPlace and SHIPTALK.
- Update HIICAP reporting requirements as well as training staff on quality control procedures.
- Ensure that volunteers and community sites report correctly for all HIICAP related activities.
- Assist agencies on proper HIICAP techniques and follow up as needed.

***Non-City rate.**

****City incumbent rate.**

Minimum Qualifications:

A baccalaureate degree from an accredited college and three years of full-time satisfactory experience in social casework, at least two years of which must have been in a supervisory capacity.

Preferred Skills:

- Master's degree or experience equivalent in any of the following:
- Public Health or Administration, Social Work or Law Degree.
- Minimum of three years experience in health insurance entitlements, benefits and program management.
- Knowledge of Medicare and experience working with older adult population.
- Experience with managing grants, meeting contract deadlines, submitting data and narrative reports plus familiarity with New York City budgeting process.
- Experience managing and motivating staff.

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 #234410

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#234410

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

Posting Date: March 8, 2016	Post Until: Filled	JVN No. 125-16-28 CW
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