

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>College Aide - I</u>	Salary:	<u>\$17.50 - \$21.40 Hourly</u>
Title Code:	<u>10209</u>	Number of Positions:	<u>1</u>
Office Title:	<u>College Aide</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Planning & Strategic Initiatives / Research & Development</u>			

Additional Information:

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:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

The Research & Development Unit, within the Bureau of Planning and Strategic Initiatives (PSI), helps to reform current programs and identifies opportunities to create new initiatives that promote the evolution and enhancement of aging services in New York City to meet the diverse and rapidly expanding needs of older New Yorkers. This includes coordination of solicitations for both new and existing programs, including enhanced programming that evaluates and expands programs. Additionally, a large portion of the new programming has been seeking opportunities in healthcare innovations, where the unit works to integrate and create partnerships between the Department for the Aging's (NYC Aging) aging services and healthcare plans and providers.

The Senior Director of Research & Development is seeking a college aide to assist with projects related to NYC Aging's efforts to create linkages and paid partnership opportunities with health care providers and social services agencies, including recent interventions with healthcare entities to assess and navigate clients from healthcare settings and plans to any needed NYC Aging services.

The role and responsibilities of the College Aide include, but are not limited to:

- Supporting research and understanding of how NYC Aging's contracted providers are impacted by the state's 1115 Medicaid waiver and NYCs recently created social care networks.
- Assist with development, implementation, and evaluation of pilots created under the City's Cabinet for Older New Yorkers, including education and information sessions yielding NYC Health + Hospitals staff to conduct warm referrals to aging services.
- Create and edit deliverables such as resource guides, best practice guides, and questions for focus groups.
- Collect data and analysis into deliverables (e.g., report/presentation).
- Participate in meetings with external partners to assist in expansion of the agency's healthcare partnership work as it arises.

Minimum Qualifications:

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

Preferred Skills:

- Experience in social services, community relations, public administration or management, preferably in the field of aging;
- Public speaking and presentation skills a plus.
- Demonstrated knowledge of the cultural and other sensitivities needed to work with the diverse NYC older adult population.
- A Bachelor's Degree in a relevant field from an accredited institution of higher learning. Currently enrolled in a Masters' level program.
- Intermediate level experience with Microsoft Office Suite (Excel, PowerPoint, Visio).
- Excellent written, verbal, organizational, analytic, and interpersonal communication skills.
- Ability to multi-task and work in a fast-paced environment, with attention to detail and deadlines.
- Ability to work independently and in a collaborative manner with a wide range of staff at different levels and in different subject areas.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED FOR THIS POSITION

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 # 713740

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 713740

Posting Date: May 6, 2025	Post Until: Filled	JVN No. 125-25-39 CW
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