

CITY OF NEW YORK

NEW YORK CITY DEPARTMENT FOR THE AGING

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| CITYWIDE VACANCY NOTICE | | | |
| Civil Service Title: | Supervising Therapist | Salary: | \$73,648* - (Non- City minimum) \$84,695** - (City maximum) |
| Title Code: | 51241 | Number of Positions: | 1 |
| Office Title: | Program Manager | Work Location: | 2 Lafayette Street, NYC |
| Division/Work Unit: Bureau of Community Services/ Aging Wellness | | | |
| Additional Information: <i>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.</i> <i>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.</i> | | | |
| 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 NYC Department for the Aging is a recipient of a 3-year Older Adults Home Modification Grant award by the US Department of Housing and Urban Development. The goal of this grant is to provide low cost, high impact home repair/home modification services to older adults living in the community so as to reduce the risk of falling, improve general safety, increase accessibility and improve their functional abilities in the home. These services will enable older adults to remain in their homes and to age in place rather than move to nursing homes or other assisted care facilities. The responsibilities of the Program Manager include, but are not limited to: 1. Supervision <ul style="list-style-type: none">Supervise a licensed occupational therapist consultant.Provide guidance, support, and monitor the progress of the duties performed by the Occupational Therapist.Monitor assessments and evaluations conducted to ensure the services are needed and provided.Ensure that schedules and timelines are adhered to. 2. Outreach and Establishment of Linkage for Client Referrals <ul style="list-style-type: none">Develop and implement outreach plan which would include presentations at community forums, older adult centers, and libraries.Establish procedures for client referral, intake, and acceptance and rejection procedures.Participate in outreach activities by attending meetings and agency visits. Establish linkage with potential sources of referrals.Make in-person and virtual presentations on the program and the referral process when requested.Review new client referrals on a weekly basis. Communicate with referral sources if information/documentation is incomplete.Determine if the clients meet program requirements for services and communicate with the referral sources as to whether the client has been accepted or rejected for services. 3. Assessments, evaluation and collaboration: <ul style="list-style-type: none">Conduct in-person visits to participants at their homes, throughout the five boroughs of New York City.Complete an assessment to evaluate general falls risk areas, general safety, accessibility, and functional ability in their homes.Research and recommend safety and functional home modifications, durable medical and accessibility equipment, and limited repairs to meet the needs of the low-income elderly homeowner.Work in a team with the NYC Aging Project Director to oversee home repair service contracts.Perform home visits to the participant’s home after modifications are complete and ensure that they work appropriately.Ensure that the participant is participating in daily life activities after home modifications.Work closely with the Home Modification Contractor to collect and analyze assessment data, research and recommend modifications.Provide training and support to participants in the use of the modifications and equipment installed by the Home Modification Contractor. 4. Administrative <ul style="list-style-type: none">Coordinate with home improvement contract staff to ensure adherence to modification timelines, as multiple clients will be participating at the same time.Coordinate the completion and entry of client intake and assessment into NYC Aging’s database for data collection and reporting on grant deliverables.Maintain schedules for home visits and team meetings.Develop a resource library on information related to the implementation of the grant.Maintain visibility and good communication with team members and Older Adult Homeowner Modification Grant participants.Respond timely to any concerns and issues from referral sources.Participate in regular team meetings to ensure clear communication, identification of issues and opportunities and action plan next steps and solutions and develop a sustainability plan.Prepare any required reports to funding organization and maintain regular communications.Develop a sustainability plan by documenting referral networks, policies, procedures and best practice models, outcome measure and road maps for future project replication.◆ This position requires out-of-town traveling for training and conferences at least annually as well as traveling/visiting client's homes in the 5 boroughs. *Non-City rate (non-City candidates & candidates with less than 2 years of City Service) **City incumbent rate (Candidates with 2 or more active years of City Service) | | | |

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| Minimum Qualifications: A valid New York State license to practice physical therapy or occupational therapy in New York State and a baccalaureate degree from an accredited college or university with a major in physical or occupational therapy and three years of satisfactory full-time experience administering physical or occupational therapy under professional supervision, one year of which must have been in an educational setting. | | |
| Preferred Skills: <ul style="list-style-type: none">• Bi-lingual Spanish, Chinese or Russian speaking preferred.• Experience working with low income older adult populations highly preferred.• Experience in supervising staff.• Excellent organizational, problem solving, and decision-making skills; excellent communication skills both written and oral.• The ability to work independently and effectively with minimal supervision.• Proficiency with Microsoft Office Suite and hosting virtual group meetings using applications such as Zoom, WebEx and Facebook Live etc. NOTE: NEW YORK CITY RESIDENCY IS NOT REQUIRED FOR THIS POSITION | | |
| 55-a Program: This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program. | | |
| <p style="text-align: center;"><u>TO APPLY</u> 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 #709101 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #709101 Please do not email, mail or fax your resume to NYC Aging directly.</p> | | |
| Posting Date: | May 02, 2025 | Post Until: Filled JVN No. 125-25-37 CW |