

CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE			
Civil Service Title:	Administrative Program Officer	Salary:	\$85,000 - \$90,000
Title Code:	10084	Number of Positions:	1
Office Title:	Program Coordinator	Work Location:	2 Lafayette Street, NYC
Division/Work Unit: Bureau of Social Service/Social Services			
<b>Additional Information:</b> <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>			
<b>Job Description:</b> With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.775 million older New Yorkers, the New York City Department for the Aging (NYC 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. Under the supervision of the Assistant Commissioner of the Bureau of Social Services but with latitude for independent action and judgment, the Program Coordinator will perform very responsible work. These duties include monitoring, compliance, technical assistance and support to contracted agencies, and the development of policy to accomplish established goals. Will manage projects to enhance and expand programs and services for NYC older adults who are primarily home bound and for caregivers. The bureau oversees programs for frail homebound older adults including case management to approximately 35,000 older adults each year and to approximately 5300 caregivers. The Program Coordinator will:  * Develop tools and processes to support programmatic practices that ensure NYC Aging compliance with programmatic audits by oversight agencies. Monitor for compliance and provide technical assistance and support to contracted agencies.  * Collaborate with other NYC Aging units to create tools, reports and data base features that support contractor ability to self-monitor for program compliance, achieve adherence to program audit findings, programmatic standards and agency goals to maximize utilization and minimize delays in services for vulnerable clients and caregivers.  * Promote maximum programmatic utilization and the time it takes to start services through regular monitoring of programmatic wait list, time to service, staff vacancies and effectiveness of outreach. Maximizing utilization and minimizing wait list for home based programs (Case Management, Home Care, and Home Delivered Meals) is in sync with the goals of the community care plan of adequate services to support an older persons ability to age safely in their homes where most want to remain.  * Support programmatic transitions due to expansions, regulatory changes, RFPs and new data bases through use of project management tools, collaboration with bureau staff and other NYC Aging units.  * In collaboration with bureau staff, utilize NYC Aging data reports to review programmatic performance. This will inform program/contract oversight, utilization, quality assurance, and program development leading to innovative solutions to intricate problems and updated policy.			
<b>Minimum Qualifications:</b> 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.			
<b>Preferred Skills:</b> * Demonstrate ability to manage multiple complex projects to completion, preferably in a government or community based service setting. * Excellent organizational skills with ability to take initiative, problem solve, prioritize duties and work independently in a fast paced and team environments * Excellent oral and written communication skills and capacity to work both independently and as part of a team. * Master's degree or higher in related field above * Proficient in Microsoft Excel, Word, and Access and ability to use technology; * Candidate should want to have an impact in improving services for home bound older adults in New York.			
NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.			
<b>TO APPLY</b> Please be sure to submit a resume & cover letter when applying. All current City Employees may apply by going to Employee Self Service (ESS) <a href="http://cityshare.nycnet/ess">http://cityshare.nycnet/ess</a> Click on Recruiting Activities/Careers and Search for Job ID #606331 All other applicants, please go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID #606331 Please do not email, mail or fax your resume to NYC Aging directly.			
<b>55-a Program</b> 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.			
Posting Date:	September 29, 2023	Post Until:	Filled
JVN No.	125-24-16 CW		