

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE			
Civil Service Title:	<u>Administrative Director Social Services (NM)</u>	Salary:	<u>\$80,000 - \$89,879</u>
Title Code:	<u>1005C</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Mental Health Program Associate</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Office of Elder Justice & Mental Health/Mental Health Initiatives</u>			
Additional Information: In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Administrative Director Social Services or have taken the most recent Administrative Director Social Services civil service exam and be reachable for appointment from the resulting list. <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 1.775 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. NYC Aging's Mental Health Initiatives unit seeks a highly motivated and agile individual to serve as a Mental Health Program Associate. The Mental Health Program Associate will support the Department for the Aging (NYC Aging) in the implementation of innovative mental health services for older adults by providing expertise and developing partnerships with a variety of mental health based organizations through grants and by also serving as a resource both within and outside of this agency. The Mental Health Program Associate will implement services for older adults including but not limited to; with latitude for independent action and judgment: Assist and support the Director of Mental Health Initiatives in the implementation, administration, coordination, oversight, and monitoring NYC Aging's mental health initiatives that include: <ul style="list-style-type: none">• Providing Geriatric Mental Health assistance. The Department of Geriatric Mental Health (DGMH) embeds a clinician at older adult centers to conduct engagement activities and provide treatment.• Monitoring and ensuring compliance, technical assistance, and community support to contracted mental health organizations, in accordance with applicable standards, rules and Department policies.• Providing support for the NYS Office of Mental Health Grants that partners with Jamaica Hospital Medical Center. Provide contract management and oversight for assigned borough based provider implementation of DGMH's mental health initiative that include: <ul style="list-style-type: none">• Conducting site visits to (DGMH) program sites within NYC Aging's older adult centers. Focusing specifically on assigned borough based providers as well as provide back-up to other boroughs/providers when necessary.• Completing program assessments and performance evaluations.• Reviewing and monitoring provider productivity, complete variance reviews, review and approve provider invoices.• Supporting mental health clinical staff and providers with technical assistance in utilizing NYC Aging's database to ensure program success. Programmatic oversight: <ul style="list-style-type: none">• Providing clinical support to mental health clinical staff in the development of and implementation of engagement activities.• Utilizing clinical skills, clinical expertise, and administrative skills to develop, monitor, update, and organize clinician's learning collaborative forums; being able to utilize professional literature, research, and innovative programming.• Coordinate and lead virtual and face-to-face meetings with provider and involved stakeholders at designated Older Adult Centers (OAC).• Report weekly or as needed to the Director of Mental Health Initiatives, providing status reports and updates. Provide reports on clinical areas and needs arising within sites and works with the Director to develop plans and interventions. Additional Responsibilities: <ul style="list-style-type: none">• Additional work may be assigned as new initiatives are developed and implemented within the Mental Health Unit.• Participate in special projects, new initiatives, and NYC committee meetings; taking on administrative responsibilities and providing clinical input as needed.• Generate reports monthly, quarterly and annually in conjunction with the provider agencies, older adult centers, and the needs of the division to fulfill mandates on the status of the program in relation to data and contract obligations.			
Minimum Qualifications: 1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, in a large governmental agency, business firm, civic or community organization operating in the area of social services, including one year at the administrative or managerial level; or 2. Education and/or experience equivalent to "1" above. Graduate education or a license may substitute for up to a maximum of three years of experience in the area of social services, but not for the one year of experience at the administrative or managerial level as described in "1" above, as follows			
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.			

Preferred Skills: <ul style="list-style-type: none">• A licensed Clinical Social Worker (LCSW) or a licensed Master of Social Work (LMSW) with 3 years of post-licenser experience or a licensed psychologist, preferably in the field of aging.• 2 years of supervisory experience, good administration skills, writing skills, and time management skills a plus.• SIFI certified and at least 2 years’ experience supervising social work interns.• Experience with data management and report writing a plus.• Experience in developing successful community outreach strategies.• Clinical experience working with diverse populations, particularly in the field of aging.• Extensive clinical consultation experience and ability to provide clinical support to all stakeholders as needed.• Ability to work independently and possess the capability and willingness to work off-site across and travel within the 5 boroughs of NYC as this position involves fieldwork.• Project Management experience preferred.• Proficient in Microsoft Word and Excel and ability to use technology; Bilingual candidate (Spanish) is preferred.		
<p style="text-align: center;"><u>TO APPLY</u></p> <p style="text-align: center;">Please be sure to submit a resume & cover letter when applying.</p> <p style="text-align: center;">All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess</p> <p style="text-align: center;">Click on Recruiting Activities/Careers and Search for Job ID #597445</p> <p style="text-align: center;">All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #597445</p> <p style="text-align: center;">Please do not email, mail or fax your resume to NYC Aging directly.</p>		
Posting Date:	September 29, 2023	JVN No. 125-24-18 CW