

UNION SETTLEMENT

Job Description

Position: Assistant Deputy Director
Department: Senior Services
Reports to: Director of Senior Services and Deputy Director of Senior Services
Hours: Full-Time
FLSA: Non-Exempt
Reviewed: 8/2/2016

Position Summary:

Under the supervision of the Director and Deputy Director, the Assistant Deputy Director is responsible for: (1) assigned duties relating to the management of the Senior Services program; and (2) the organization and operation of the Corsi Senior Center, including program planning and execution, client services, nutrition services, and reporting, as well as acting as a liaison between Union Settlement Association and any other programs that share space in the same building.

Responsibilities:

(a) Corsi Senior Center

- Plan, implement, and supervise all elements of the program at the Senior Center, under the direction of the Director and Deputy Director.
- Plan and execute exercise, health management, and nutrition programs, as well as arts and culture, technology, recreational, and educational activities in compliance with the Department for the Aging (DFTA) contract.
- Oversee the on-site operation of food service, including recording the temperature of food when it arrives at the center and at serving time.
- Ensure all clients attending the center are properly registered. Provide case assistance and information and referrals.
- Supervise the Program Assistant, Assistant Cook, Maintenance and Front Desk Staff.
- Immediately report any incidents or accidents at the center to the Director and Deputy Director of Senior Services, and prepare required forms for DFTA.
- Compile statistics, prepare reports, keep attendance, and other required records.
- Ensure that the Senior Center is clean, well maintained, and attractive.
- Review and report to occupant organizations as appropriate on facility functions.
- Ensure Site is in full compliance with the Fire Department and Health Department guidelines.
- Supervise breakfast and lunch service, and dining room, as needed.
- Assist in inventory control and request supplies when needed.
- Collaborate with Volunteer Coordinator to supervise Senior Center volunteers, Telephone Reassurance, and Friendly Visiting for former center members.
- Collaborate with Health Coordinator to implement health and wellness activities at the Senior Center.
- Collaborate with advisory council.
- Additional duties as assigned by supervisor.

(b) Assistant Deputy Director

- Develop proficiency with STARS and provide training for staff to use STARS and comply with all other NYC DFTA contractual requirements.
- Assist Deputy Director with Quality Assurance, including preparation for DFTA assessments of the senior center, MOW, transportation and NORC programs
- Represent agency at community and inter-agency activities.
- Assist with training of Senior Services staff, including creating more uniformity of job functions among staff across the senior centers
- Prepare monthly calendar for all centers with input from center coordinators
- Gather statistical report data and monitor in relation to contract requirements
- Oversee ordering of supplies and equipment- Senior Centers, Kitchen and MOW

Qualifications:

- Bachelor's Degree in Social Work, Human Services, or related field; Master's Degree in Social Work preferred.
- At least four years demonstrated experience working with aging populations
- Bilingual (English/Spanish) required.
- Excellent interpersonal skills.
- Excellent organizational, verbal, and written skills.
- Excellent computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Knowledge of East Harlem community.
- Demonstrated understanding of the challenges facing aging populations.
- An innovative and patient professional dedicated to serving aging populations.

Employee Name

Employee Signature

Date