

UNION SETTLEMENT

Job Description

Position: Deputy Director of Senior Services
Department: Senior Services
Reports to: Director of Senior Services
Hours: Full-Time
FLSA: Exempt
Reviewed: 4/13/13

Position Summary:

The Deputy Director is responsible for planning, implementation, and supervision of all aspects of the Meals on Wheels, Transportation, and Volunteer Services Programs. The Deputy Director is also responsible for Senior Center Program planning (monthly education and recreation activities), record keeping and reporting, and regular purchasing and budget monitoring, in accordance with the Department for the Aging (DFTA) and Union Settlement policies and procedures.

Responsibilities:

- Supervise and support the Transportation/MOW Coordinator, Senior Center Coordinators, and Volunteer Coordinator, as well as their respective programs.
- Review and update Transportation/MOW, Senior Center, and Volunteer Program policies and procedures on an annual basis.
- Review and ensure client lists and files for the Transportation/MOW, Senior Centers, and Volunteer Program are maintained and up to date on a monthly basis.
- Review regular communications and liaise with partner agencies such as DFTA, East Side Case Management, Stanley Isaacs, City Meals on Wheels, FECS, BEGIN, WEP, Easter Seals, Senior Companion Program, Easter Seals, and Title V.
- Review quarterly vehicle records and needs with Transportation Coordinator
- Plan and direct monthly coordinators' meeting.
- Plan and direct cross-center programming in collaboration with Coordinators.
- Prepare monthly calendar in collaboration with Senior Center Coordinators.
- Review regular monthly expenditures, as well as track food and supply expenditures.
- Gather and monitor statistical data in accordance with various contract requirements.
- Collaborate with Development Department regarding grant proposals and fundraising opportunities.
- Communicate to staff regularly information they may need to appropriately carry out their job responsibilities.
- Assist in identifying and addressing staff training needs.
- Identify major equipment and supply needs or changes.

- Represent Union Settlement in community and inter-agency activities.
- Supervise the Senior Services Department in absence of Director of Senior Services.
- Additional duties as assigned by the Director of Senior Services.

Qualifications:

- Master's Degree in Social Work, Gerontology, Human Services, or related field preferred and 5 years' demonstrated experience working with aging populations. At minimum, Bachelor's Degree in Social Work, Gerontology, Human Services, or related field and 8 years' experience working with aging population.
- 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.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:
jobs@unionsettlement.org please indicate Deputy Director of Senior Services in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER