

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Program Supervisor

Department: Senior Services

Reports to: NORC Director

Hours: Monday – Friday, 9-5pm

Position Summary:

The NORC (Naturally Occurring Retirement Community) Program Supervisor is responsible for providing staff and intern supervision, supportive counseling and geriatric care management services to residents age 60+ of the Franklin Plaza Apartments in East Harlem.

Responsibilities:

- Supervision of direct service staff and MSW interns.
- Meet contractual obligations and comply with funding source regulations.
- Provide case management services to NORC participants. Conduct comprehensive needs assessments and develop and implement care plans based on identified needs.
- Conduct regular follow-up to ensure that participants' needs are being met by meeting with family members, caregivers, and others who play a key role in the participants' lives as dictated by the care plan.
- Provide short-term case assistance as indicated.
- Identify appropriate resources to respond to participant needs and make any referrals necessary to implement care plans.
- Input data into the DFTA database and maintain comprehensive electronic and paper case files, including intakes, care plans, case progress notes, event participation, and units of service provided, as well as any important documents.
- Conduct community outreach to publicize social services and activities to attract new members.
- Assist at special events for NORC participants, such as parties, concerts, and trips.

Qualifications:

- LMSW and five years of case management experience.
- Demonstrated experience with aging populations preferred.
- Demonstrated experience with working as a member of an interdisciplinary team.
- Excellent organizational, verbal, written, and interpersonal skills.

- Strong problem solving skills.
- Experience in the delivery of social services including benefits/entitlements, Medicare/Medicaid, housing assistance, SNAP, and other related services.
- Knowledge of East Harlem community and health/service networks and resources in East Harlem a plus.
- Bilingual (English/Spanish or English/Chinese) preferred.

To Apply:

Please send Cover Letter, Resume and 3 Professional References to:

seniorservicescareers@unionsettlement.org.

Please indicate Program Supervisor in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER