



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: Director of Senior Services
Department: Senior Services
Reports to: Associate Executive Director for Adult Programs
Hours: Full-time
FLSA: Exempt

Position Summary:

The Director of Senior Services is responsible for managing all the programming Union Settlement offers to the senior population of East Harlem, which include five senior centers, Meals on Wheels, Transportation, Be a Buddy, and the Naturally Occurring Retirement Community (NORC). Responsibilities include budget preparation, fiscal management, food services management, providing supportive services, establishing and maintaining sanitary and safety standards, supervision and staff development, record keeping, reporting to funding agencies, and adherence to the Department for the Aging's (DFTA) performance standards and guidelines. The Director is a member of the agency's senior management team and serves as a strategic partner in planning and implementing the future vision for the agency. The Director must be both a hands-on worker and an excellent manager, supervising a staff of approximately 50 individuals.

Responsibilities:

- Direct and administer a program that meets the nutritional, emotional, physical, intellectual, and social needs of senior participants, and the contractual requirements of funding agencies.
- Review and evaluate the delivery of services on an on-going basis and administer changes to improve service delivery and ensure program goals are being met.
- Oversee all outreach to target populations and liaison with appropriate community and government agencies regarding the senior services provided by Union Settlement.
- Disseminate information regarding available entitlements and social services to staff on a regular basis.
- Ensure all meal related functions (i.e. food purchasing, kitchen functioning, menu planning), as well as policies and procedures from DFTA, the New York City Department of Health (DOH), and Union Settlement are followed.
- Define, measure, and evaluate program performance data and create continuous improvement plans based on the accumulated performance data.
- Train, supervise and motivate others to engage in appropriate performance management activities.

- Evaluate staff performance and identify areas of training needed. Act as a team with internal departments and external agencies to facilitate such training.
- Collaborate with the Finance Department to create budgets and fiscal controls. Adhere to all funding agency guidelines when purchasing or distributing funds.
- Ensure all funding agency policies and procedures, as well as Union Settlement policies and procedures, are enforced and followed.
- Work in partnership with the Development Department regarding grant proposals and fundraising opportunities.
- Ensure the proper use and maintenance of all Senior Services sites. Collaborate with New York City Housing Authority and Union Settlement Facilities Department to ensure proper maintenance of sites.
- Ensure service records are maintained and reports submitted on time.
- Participate in DFTA training.
- Ensure work sites meet compliance with Building, Fire, and Health Department Codes.
- Additional duties as assigned by the Executive Director and Associate Executive Director for Adult Programs.

Qualifications:

- Master's Degree in Social Work, Gerontology, Human Services, or related field preferred.
- Significant experience managing senior programs, with at least 5 years' supervisory experience.
- Familiarity with DFTA and DOH policies and procedures governing food preparation and delivery.
- Excellent interpersonal, organizational, verbal, and written skills.
- Excellent computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Demonstrated understanding of the challenges facing aging populations.
- An innovative and patient professional dedication to serving aging populations.
- Unquestioned personal and professional integrity.
- Knowledge of East Harlem community.
- A strong desire to help improve the lives of the residents of the local East Harlem community as well as an understanding of the importance of the social service work performed by Union Settlement.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and 3 References to: adminsensorservicescareers@unionsettlement.org.

Please indicate Director of Senior Services in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER