

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Program Officer M-I</u>	Salary:	<u>\$53,051 - \$145,991*</u> <u>\$57,210 - \$145,991**</u>
Title Code:	<u>10084</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Director, Geriatric Mental Health Initiatives</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Planning Division/Research</u>		

Job Description:

Provide oversight of contracts with mental health providers, including but not limited to:

- Monitoring of case documentation and required written materials; conducting regular field visits on an as-needed basis; reviewing and authorizing budgets and requests for payment; and assessing of contract compliance and performance of professional services.
- Convene and chair regular progress meetings with mental health providers and senior centers participating in the GMH initiative, and coordinate measures/activities in follow up to these meetings.
- Coordinate with DFTA program staff to provide consultation and technical assistance to participating senior centers to facilitate project implementation and assure that the GMH initiative is meeting its goals.
- Assist in the development of client data reports in STARS to help support community program compliance with record keeping and program planning requirements, as well as support the outside elevator.
- Provide general support to programs and clients served through DFTA who require information and/or mental health referrals.
- Report monthly to DFTA Executive staff on GMH Initiative activities, progress, issues and new developments. Makes recommendations for improvements, changes or adjustments to the project plan as needed.

***Non-City rate.**

****City incumbent rate.**

Minimum Qualifications:

1. Graduation from an accredited college with a baccalaureate degree and five (5) years of full-time, professional experience in social services, community relations, public administration or management, of which at least one year must have been in the field of aging, and of which at least one and one-half years must have been in an administrative or managerial capacity; or
2. Education and experience equivalent to "1" above. However, all candidates must have one year of experience in the field of aging and one and one-half years of experience in an administrative or managerial capacity.

Preferred Skills:

Strongly prefer Licensed Clinical Social Work credentials. Significant experience in the field of geriatric mental health, preferably with such services delivered in senior centers or other non-traditional settings. Familiarity with Medicaid and Medicare billing for mental health services. Excellent writing and communication skills are also preferred.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #234455

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#234455

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **March 8, 2016**

Post Until: **Filled**

JVN No. **125-16-29 CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER