



JOB TITLE: Senior Director of Older Adult Centers

DEPARTMENT: Senior Services

SUPERVISOR: Amelia Winter, Chief Program Director of Social and Senior Services

DATE: May 2023

JOB OBJECTIVE:

Responsible for oversight of all programmatic and all compliance areas for the DFTA funded Older Adult Center Network, comprised of three Older Adult Centers.

PERFORMANCE RESPONSIBILITIES:

- Directly supervise the Network's individual directors/coordinators.
- Responsible for direct and accurate communication with program funders, specifically, DFTA.
- Develop outreach and engagement strategies to increase attendance levels and supervise their implementation.
- Develop new and innovative program ideas and supervise their implementation.
- Supervise program compliance with DFTA standards.
- Responsible for the supervision of DFTA assessments and follow ups and ensuring timely communication from staff.
- Maintain significant knowledge on all of the JCC's programs and other community resources that may benefit older adults.
- Maintain knowledge of benefits and entitlements available to older adults.
- Responsible for compliance to DFTA standards, including, unit mandates for all areas of deliverables.
- Conduct regular trainings.
- Work collaboratively with other DFTA funded programs to ensure a continuum of care model.
- Work evenings and weekends when requested and mandated by DFTA and/or JCC programs and services.
- Attend all required DFTA and JCC trainings, including but not limited to those off site and in other boroughs.
- Attend all JCC agency required meetings regularly. This includes, but is not limited to MST and Program Staff.
- Participate in agency and building wide mandates, including but not limited to OD.
- All other projects assigned by Supervisor.

RELEVANT SCOPE MEASURES:

- Compliance/Budget/Outreach and Engagement

MINIMUM REQUIREMENTS:

- MSW or equivalent master's level degree required.
- Experience working in social services.
- Experience working with older adults.
- Proficient with computer/data base systems.
- Requires traveling to all of the OAC sites, including Stapleton, Bernikow and South Shore.

SALARY/HOURS:

Full-time
40 Hours
Salary: \$75K