

Job Title: Director, Community Elder Mistreatment & Abuse Prevention Program (CEMAPP)

Qualifications: LMSW. Experience in working with the elderly and with elder abuse preferable. Must have excellent writing and speaking skills. Computer literacy required.

Job Description: Under supervision of Assoc. Exec. Director, Social Service Programs responsibilities will include the following:

- Plan, develop and implement all facets of CEMAPP, which covers Manhattan. Supervise program as well as professional staff. Maintain operation, upkeep of CEMAPP area.
- Act as liaison to other community agencies and elements of the criminal justice system.
- Work closely with the Police Department, community boards, local press and other agencies.
- Coordinate development of community education and training sessions for Manhattan's 12 CDs. Train and supervise consultants to provide educational workshops. Develop and implement outreach plans.
- Prepare quantitative and qualitative reports for CEMAPP funding sources. Monitor and maintain CEMAPP budget.
- Develop and coordinate collaborative working relationship with CEMAPP subcontractor JASA. Provide supervision to the JASA CEMAPP social worker and ensure compliance with program's reporting and statistical requirements.
- Utilize DFTA systems to enter client information and provide appropriate training to staff.
- Provide supervision and training to Case Aide regarding telephone intake, data collection, DFTA Stars/Peer Place systems, monthly statistics and all other required forms.
- Review case records, care plans and monthly statistics of CEMAPP staff. Monitor and oversee monthly statistics of CEMAPP subcontractor.
- Provide 480 units of case assistance and counseling per year.
- Monitor and maintain compliance with Department for the Aging regulations. Prepare for Department audits/assessments of CEMAPP charts and work.
- Maintain records, prepare assessments and compile statistics as required for CEMAPP.
- Meet with Assoc. Exec. Director, Social Service Programs on a weekly basis for formal supervision and keep her informed of status and activity of CEMAPP.
- Exhibit awareness of agency and community resources and effectively utilize both in the course of working with staff and clients.
- Participate in agency-wide emergency on-call coverage for clients following completion of six month probation.

- Ability to incorporate Mission Statement philosophy in work with staff and clients.
- Exhibit initiative and willingness to work with Administrative staff and other Unit Directors on committees and in expanding role creatively in terms of special projects that will benefit clients and the Agency.
- Represent the agency in community meetings, take leadership role on committees when possible and advocate on behalf of clients.
- Participate in executive meetings where programs/policy/procedures are discussed, revised and developed. Participate in staff meetings and in in-service training within Agency. Attend DFTA training programs as indicated and/or appropriate.
- Exhibit awareness of Social Work Code of Ethics.
- Keep up-to-date on current trends in gerontological social work.
- Ability to work well within Agency and engage appropriately with supervisor, supervisees, co-workers, and Executive Director.
- Accept other assignments as appropriate, to meet the needs of the program and individual clients.