Lenox Hill Neighborhood House, widely recognized as one of New York’s premier human services providers, is a 128-year-old settlement house that provides an extensive array of effective and integrated services—social, educational, legal, health, housing, mental health, nutritional and fitness—which significantly improve the lives of 16,000 people in need each year, ages 3 to 103, on the East Side of Manhattan. Our clients include older adults, homeless and formerly homeless adults, children and families, recent immigrants, disabled persons, adult learners and more. For more information on Lenox Hill Neighborhood House, please visit lenoxhill.org and check us out on Facebook or Instagram.

The Caregiver Program provides an extensive array of services to support individual caregivers who care for others, including family members and friends, by offering case assistance, supportive counseling, support groups, trainings and workshops, in addition to the coordination of respite and other tangible supports. Our Caregiver Program serves working and non-working caregivers, geographically, culturally and linguistically isolated caregivers and caregivers who do not identify as such to support often un-seen members of our community residing in our catchment area covering Manhattan’s Community Districts 8 through 12. Reporting to the Senior Program Director, the Director will be integral member of Lenox Hill Neighborhood House and will have primarily responsibility for executing and implementing the delivery of comprehensive support services to the hundreds of caregivers enrolled in our program.

The Director will:

- Oversee and coordinate all program services and supervise a team that includes Social Workers, Program Coordinators, Interns and Volunteers
- Track robust deliverables, levels of service performance, and ensure completion and compliance with funding sources
- Conduct intake and assessments, exploring concerns and answering questions to determine caregiver needs; following up with caregivers to ensure needs are met
- Provide individualized information, direct assistance and supportive counseling to caregivers
- Facilitate caregiver support groups, trainings and community events and oversee comprehensive outreach plan
- Review case files and provide quality assurance to ensure compliance
- Collaborate with Lenox Hill Neighborhood House’s staff from many departments as well as professionals from other community-based organizations to maximize supports and resources for caregivers
- Complete all other responsibilities and duties as assigned by the Senior Program Director
Qualifications:
The ideal candidate for the Director position must possess excellent interpersonal, engagement and relationship building skills to work effectively with our diverse group of caregivers as well as having multiple years of experience providing clinical or social services to older adults, caregivers or other related populations. The ideal candidate must have great communication and listening skills, be a team player and possess the ability to interact with a variety of stakeholders. Expertise in accessing appropriate resources in the community and understanding of the health care system and knowledge of government benefits available to older adults ideal. LMSW or LMHC required, SIFI Certification preferred, if applicable. Spanish fluency is ideal. Competitive salary with a comprehensive benefits package available.

To Apply:
Applicants should send a cover letter, resume and list of references to caregivers@lenoxhill.org. Applications will be accepted on a rolling basis until the position is filled. No telephone calls please.

At Lenox Hill Neighborhood House we value respect, diversity and integrity. We are an equal opportunity employer. Lenox Hill Neighborhood House prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status or any other characteristic protected by law. Lenox Hill Neighborhood House conforms to the spirit as well as to the letter of all applicable laws and regulations. The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Lenox Hill Neighborhood House and its colleagues.

Lenox Hill Neighborhood House is a client-facing and essential community-serving organization. To keep our clients and our colleagues safe, and to comply with various governmental contractual requirements, all new employees must be fully vaccinated against Covid-19 (except where valid medical exemptions apply) and will be required to submit proof prior to the time of onboarding.