Join our Team! We're Hiring Now

Program Director-NORC
Naturally Occurring Retirement Communities

Job Summary: Administers and manages the day-to-day operations of the program, oversees department budget, ensures provision of services, implements and maintains sanitary and safety standards, and supervises workers involved in providing culturally diverse services to NORC clients.

Job Responsibilities:
• Direct and administer program in conformity with agency and funders’ guidelines, make recommendations, and advocate and report on program’s activities to Managing Director, Senior Communities.
• Plan, evaluate, and oversee financial budgets with daily oversight of fiscal matters. Coordinate fiscal work with the Consolidated Bookkeeping department.
• Supervise social work staff, PSRLs, volunteers, and student interns, including designating staff assignments and establishing work priorities.
• Submit monthly statistical reports to Selfhelp, DFTA and other funders.
• Act as liaison of Selfhelp to community, establish and maintain relationships with other community organizations and local politicians, conduct public relations activities (i.e. prepare or oversee preparation of flyers and newsletters), and oversee outreach to target population.
• Develop work goals and department projects that promote wellness and healthy living in the NORC community, and assign and coordinate projects.
• Oversee all social services and liaise with government or third party representatives to ensure that programs comply.
• Conduct monthly staff meetings and conduct ongoing reporting to the Cooperative’s Board of Directors and other Selfhelp managerial meetings and training.
• Plan and implement fundraising activities for the center, and participate on team to monitor, develop, and write NORC grant proposals.
• Participate in DFTA trainings and adhere to all DFTA standards and guidelines.
• Overseer NORC Advisory Council and NORC Presidential/Director’s Committees to ensure that grant and budget parameters are met.

Qualifications:
• Master's degree in Social Work or other appropriate Master's degree; 3 to 5 years supervisory and related experience, or equivalent combination of education and experience.
• SIFI certification preferred.
• NYS license and registration to practice as a Licensed or Certified Social Worker in New York State preferred.

Selfhelp offers generous paid time off, a pension and 403(b) plan, staff development opportunities, employee recognition and more!

Apply now at: www.employment-selfhelp.net/Careers/

For more information please visit: www.selfhelp.net/careers.php

For questions or concerns, please email: jobs@selfhelp.net