JOB TITLE:      Associate Director of Programs & Support Services  
FROM:         Monday, April 17, 2023  
TO:           Until filled  
HOURLY RANGE: $25.00 to $30.00 per hour  
HOURS:        Full – Time 35 hours per week  

NATURE OF WORK

Community Action Agency of New Haven, Inc. (CAANH) is seeking a self-directed associate Director of Programs & Case Management is responsible for assisting all aspects in support of the day-to-day operations including but not limited to: helping to build powerful and highly respected relationships and partnerships for CAANH; assist with day-to-day supervision of Re-Entry, Fatherhood, PTS and SSBG Coordinators and Case Managers as requested; will be responsible for day to-day operations within CAANH in addition to maintaining an HSI caseload. S/he will assist in collecting and evaluating data to effectively monitor and report on existing programs and ensures all program targets are consistently achieved. S/he will develop and maintain office systems and operational systems that support HSI programs; maintains up-to-date knowledge of all CAANH program regulations and requirements; basic counseling of individuals and families towards self-sufficiency; provides referrals for needed services within the community; assesses family goals towards self-sufficiency. The Assistant Director of Programs & Case Management will prepare, distribute and follow up on pertinent information requested by the family in a timely manner and maintain regular contact with families and providing outreach services to potential customers. S/he will assist in completing weekly, monthly and quarterly reports as required by CAANH and DSS as well as assisting in administering and monitoring customer questionnaires and surveys.

MINIMUM REQUIREMENTS

Master’s Degree (MSW) preferred in Public Administration, Social Work, Public Health, Human Services or related field, a minimum of two years’ experience in a supervisory or management role, Impeccable integrity, strong work ethic and record of consistently using good judgment, Excellent verbal and written communication skills; Excellent computer skills and proficiency in excel, word, outlook, and access; Ability to communicate effectively with diverse groups; Clearly verbalize messages and requests, Demonstrated leadership and vision in managing staff groups; Excellent interpersonal skills and a collaborative management style. A demonstrated commitment to high professional ethical standards and a diverse workplace; Excels at operating in a fast pace, community environment. To protect the health and safety of our workforce, members, and communities we serve, CAANH requires all employees be vaccinated.

Interested applicants may submit resumes to:

Community Action Agency of New Haven, Inc.
Attn: Human Resources
419 Whalley Avenue
New Haven, CT 06511
Fax: (800) 721-3040
E-mail: caanhiobs@caanh.net
Please Forward Resume and Letter of Interest to Human Resources by 4:00 PM on Closing Date.
COMMUNITY ACTION AGENCY OF NEW HAVEN, INC.
IS AN EQUAL OPPORTUNITY EMPLOYER

Immigration Reform and Control Act of 1986 requires the hiring of only American Citizens and aliens, who are authorized to work in the United States.

The Community Action Agency of New Haven offers pathways to prosperity to those in poverty in the Greater New Haven area through:

◆Service  ◆Collaboration  ◆Advocacy  ◆Knowledge Generation