



Community Caregivers
Neighbors Helping Neighbors

Position Description: Program Director

Company Name:	Community Caregivers, Inc.
Job Category:	Health Care/Human Services/Aging
Location:	Guilderland
Position Type:	Full time (will consider 30 hours/week), Exempt
Desired Education Level:	Bachelor's degree required, MSW or RN preferred
Date Posted:	January 2012
Salary Level:	Based upon candidate's qualifications
Experience:	5 years' experience in program direction, development or supervision in a health care, aging or human services setting

We are seeking a highly skilled experienced program director to oversee the delivery of home based services by a non-profit organization focused on "neighbors helping neighbors." This position may also involve the development of new programs. Come join a team of dedicated staff and volunteers whose mission is helping people maintain their independence, dignity and quality of life at home.

Experience:

Five years managing service delivery to clients in a health care, aging or human services setting. In- home setting experience is preferred. Position requires a high level of managerial skills, strong interpersonal skills, knowledge of community resources and the ability to work independently and as a member of a team. A high level of competency in the field of aging is necessary. Demonstrated experience in public speaking and staff supervision are required. Experience working with volunteers is a plus. Reports to Executive Director.

Essential Duties and Responsibilities:

1. Responsible for supervision and direction of Community Caregivers programs.
2. Responsible for guiding the development and implementation of new and revised/expanded programs.
3. Ensures consistency of quality, accountability and high standards in programs, services and program data.
4. Supervises the intake coordinator(s), program assistant and volunteers working in program roles.

5. Serves as the lead staff member on the Navigator Program with duties including but not limited to: collaboration with agency partners, managing and coordinating volunteers, completing and evaluating all necessary reports and communicating directly with clients.
6. Performs client intakes and client case management as needed. Participates in client revisits and care consultations. Makes recommendations to the Director as to whether services should be continued, changed or terminated.
7. Responsible for orientation and ongoing supervision of program staff.
8. Participates in and leads new volunteer orientations and volunteer trainings as needed.
9. Works closely with Executive Director and program staff to make changes to service delivery practices, policies and related communications with clients and volunteers.
10. Ensures timely and accurate records for all clients and volunteers.
11. Participates in staff meetings and meetings related to client or program planning.
12. Participates in grant writing, preparation and presentations for Community Caregivers, and with collaborators and partners.
13. Ensures maintenance of updated information for referrals to other services.
14. Provides materials for marketing as needed (news articles, newsletters, program descriptions) and participates in presentations.
15. Participates in fund raising and public events for Community Caregivers as assigned.
16. Assists Executive Director in managing day-to-day operations of the organization.
17. Assists with other duties and projects as assigned by the Executive Director.

Additional Requirements:

NYS driver's license and vehicle

Work Setting and Contracts:

Internal: Regular communication with clients, client families, the Executive Director and staff, Board and volunteers.

External: Clients and client families, human service and healthcare agencies and volunteers.

Please submit resume and letter of intent to info@communitycaregivers.org by February 17, 2012.