

Social Adult Day Program Director

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a **full-time social adult day program director** for our 211 Ainslie Street in Williamsburg, Brooklyn.

What you'll do:

As the social adult day program director, you will oversee activities and services for older adults who, due to physical frailty or dementia, require additional support to participate in a congregate program.

Specific duties include, but are not limited to:

- Plan, develop, and run a schedule of activities of interest and benefit to participants
- Prepare a monthly activity calendar and informational materials for the program and ensure their distribution
- Ensure provision of the type of person-centered care and supervision required by each participant
- Provide support and education to clients and community caregivers
- Ensure compliance and conformity with all local, state, and federal laws and regulations
- Direct the work and ensure ongoing training of services staff, interns, and consultants assigned to the program
- Build partnerships with local and citywide agencies and nonprofits to enhance participant activities and services
- Participate in public relations, marketing, and outreach for the program to increase client participation and service utilization
- Compile accurate statistics, program reports, and client records as required by funders, oversight agencies, and the sponsor
- Attend community, agency, and staff meetings as designated, including occasional evening or weekend events
- Other duties as assigned by the supervising deputy director for OACs, NORC, and SADC for the proper and efficient running of the program

What we are looking for:

- Bachelor's degree in social work or related human services field and at least two years of experience in older adult programs or other human service experience, or an associate's degree with at least three years of experience or training in developing and leading psychosocial group activities for seniors
- Bilingual in English/Spanish (required for a bilingual client population)
- Comfortable developing and running activities for seniors
- Physically capable of assisting frail elderly and disabled adults, including, but not limited to, pushing a wheelchair or assisting with one-person transfers
- Computer-literate with a working knowledge of database management
- Calm, warm demeanor with superior interpersonal skills
- CPR/AED-certified, or willing to obtain certification within 3 months of hire
- Food Handler certification is a plus

What's in it for you:

- compensation range: \$55,000-65,000 annually (*The actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level.*)
- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off



St.Nicks Alliance

Where Opportunity Grows

- learning & development opportunities and access to wellness programs

How to apply:

Please submit a resume and a tailored cover letter to ckamen@stnicksalliance.org with “SADC Program Director” in the subject line.

St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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