

PROGRAM ADMINISTRATOR (COMMUNITY SERVICES FOR THE ELDERLY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, a incumbent in this class is responsible for the development, administration, coordination and implementation of subcontracted community service projects for the elderly provided under federal and state funding. These services include transportation, victims assistance and crime prevention, legal and recreation services. This involves subcontracting projects and services with agencies and municipalities throughout Westchester County, designed to increase the capacity of the elderly to remain in their homes and communities and prevent premature institutionalization, as well as administering the monitoring and evaluation methods used to determine the effectiveness of these programs and projects. Supervision may be exercised over professional, volunteer and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews, organizes and coordinates the negotiating, executing and monitoring of subcontractors contracts providing community services to the elderly such as transportation services, respite coordination, Victims Assistance/Crime Prevention, Legal Services, etc., funded through Federal and State Grants;

Develops subcontractor projects with agencies and municipalities designed to assist the elderly in returning to their homes from residential care facilities through the development of adult day care, chore services, health screening, home health care, homemaking and housekeeping, social adjustment services;

Reviews and analyzes subcontractor monthly reports to evaluate progress toward departmental annual goals and objectives, and assesses efficiency and cost effectiveness of services;

Monitors all subcontractors providing services to the elderly, to ensure compliance with regulations and contract provisions;

Conducts ongoing assessment studies to determine population needs and designs services to assist the elderly in remaining in their homes and communities;

Provides technical assistance to staff and subcontractors on all areas of program and administration of services provided under contracts;

Formulates new initiatives for more effective delivery of subcontracted services;

Acts as a liaison to the Westchester County Office for the Aging Advisory Council Supportive Services Committee in developing coordination among existing County programs - Adult Day Care, Focal Point Services, Recreation, Long Term Home Health Care, Legal Services, Victims Assistance/Crime Prevention/Elder Abuse, Long Term Care Ombudsman Services, and Transportation services;

Supervises staff responsible for coordinating and implementing Intergenerational Programs and Life Enhancement Programs for the Elderly.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Federal, State and local laws, rules and regulations applicable to services programs for the Elderly; good knowledge of the principles and practices of administration in human service programs; good knowledge of the methods of planning, evaluation and assessment of human services programs; familiarity with the basic concepts of research and budget development; ability to gather, organize and evaluate pertinent data; ability to identify critical factors or program problem areas and to formulate solutions; ability to develop necessary guidelines and to effectively integrate program changes with ongoing operations; ability to support recommendations both orally and in writing; ability to establish and maintain effective working relationships with personnel and the general public; ability to plan and direct the work of others; resourcefulness; integrity; initiative; tact; imagination; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in a health or social science area and five years of professional experience in the field of program planning and development, including one year in a supervisory or administrative position; or (b) a Master's Degree* in a health or social science area and three years of the above experience, including one year in a supervisory or administrative position; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.