NNORC Director

ShoreRidge CARES is a NNORC (Neighborhood Naturally Occurring Retirement Community) located in Bay Ridge, Brooklyn. Our goal is to allow Seniors to age in place, with dignity and independence.

www.shoreridgecares.org

Qualifications:

Masters degree in Social Work, Gerontology, Community Organizing, or related field, with a minimum of three years managerial experience in non-profit, human services organization; or Bachelor’s degree in human services with minimum five years related human service experience.

General Responsibilities:

Assume overall responsibilities for the operation of a state funded, community based supportive services program for seniors. Plan, direct and coordinate activities of the program to ensure that goals and objectives are accomplished. Supervise NNORC service staff; assign casework and related duties, perform intake and assessments, coordinate with grant partners in the development of community outreach activities. Provide site supervision for interns. Develop and ensure budgetary compliance in accordance with NYSOFA regulations. Position reports directly to the Executive Director of the Bay Ridge Center.

Specific Duties:

*Direct and administer NNORC program.

*Perform on-going monitoring of program service levels to ensure compliance with funding source requirements.

*Coordinate activities, supervise and evaluate NNORC staff, including Social Service, social work students, interns and volunteers.

*Provide site supervision for Nurse, Case Assistant and Community Health Educator

*Oversee client intake and assessment, assign casework and related duties.

*Oversee, plan and conduct regular interagency staff meetings to coordinate social service, health education and community organizing activities.

*Assist social service staff in analyzing case problems and improving diagnostic and helping skills.
*Write and submit reports to governmental agencies and sponsoring organization.

*Represent the NNORC program in community and interagency activities.

*Initiate and collaborate with agency leadership in program planning and development activities.

*Develop program budget.

*Seek out and apply for applicable funding opportunities, including Grants, Government RFP’s and various other fundraising opportunities.

Send Resume with one writing sample to:

Jennifer Ashley  
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fax: 718-238-7739  
-or-  
ShoreRidge CARES  
c/o Jennifer Ashley  
336 73rd Street  
Brooklyn, NY 11209

No phone calls please.