

## Presbyterian Senior Services



### **POSITION: PSS Manager of Kinship Caregiver Services**

Make a difference in the lives of New York City's older adults, their families and the community. For over 50 years PSS has performed vital and important work -- through its nine centers, two apartment buildings and Caregiving programs, the agency touches the lives of over 1,000 people a day. As the Manager of Kinship Caregiver Services, you will be responsible for overseeing and coordinating operations, services and programs in providing individual counseling, educational training, respite services, supplemental assistance, information & referral and perform outreach initiatives to existing and prospective caregivers. The Manager's role is vital in ensuring effective supportive services are put in place and innovative programming is provided so that caregivers, kinship caregivers, and kinship young adults receive information, support and resources to assist them in coping with the challenges of those involved in the caregiving dynamic.

Starting Salary: \$45,000 - \$50,000 a year.

#### **Responsibilities:**

- Oversight of overall operations of the Kinship Caregiver Services program.
- Maintaining program budget, including oversight for the timely and accurate ordering and allocation and distribution of resources.
- Assure that contracted units for the program are met. Responsible for accurate tracking of clients and units of service.
- Oversee and develop programming and educational classes for caregivers and kinship youth. Setting annual goals and objectives and supervising the staff in achieving this.
- Establish and maintain relationships with local and community organizations, leaders and elected officials.
- Maintain all pertinent client records and center files. Assure that DFTA and PSS client databases are maintained, accurate and up to date.
- Identify and collaborate with community partners to establish PSS Caregiving Stations.
- Manage and expand the Youth and Young Adult Program to provide services to Kinship young adults.
- Submit required reports in a complete and timely fashion, which includes the program's monthly unit and expense reports.
- Assure upkeep of physical plant to create a welcoming environment and adhere to standard environmental and building codes.

- Assure that the program's voluntary contributions, fundraising efforts and activity payments are accounted for and follow proper protocols.
- Demonstrate leadership, lead team meetings and provide effective supervision of staff, interns, and volunteers. Including completion of performance reviews and helping to advance the staffs' professional development.
- Promote the agency and center by performing outreach, participating in community events, and representing the agency to the public. Develop and maintain liaisons with other organizations, as appropriate, to collaborate in outreach efforts or other partnership opportunities.
- Effectively utilize social media and other digital and communication tools to reach a broad audience.
- Communicate with supervisor and other staff in a timely fashion and meet all required deadlines
- Submit required reports in a complete and timely fashion
- Actively pursue and take full advantage of opportunities for professional growth and development. Follow and subscribe to professional development resources (i.e. e-newsletters, professional social media, national aging websites, etc.)
- Comply with PSS Personnel Policy & DFTA Regulations
- Attend Supervision and Team Meetings
- Additional duties as assigned by Supervisors

**Qualifications and Experience:**

- Master's degree strongly preferred
- Excellent Office Management Skills
- Experience working with Older Adults preferred
- Excellent Interpersonal and Organizational Skills
- Strong computer skills, proficient with Microsoft Office
- Excellent communication skills (written and oral)
- Bilingual fluency (English/Spanish) desirable

**Professionalism and other qualities:**

- Ability to work well independently and on a team
- Maturity and good judgment in relating to peers, partners, and families
- Ability to work with people from diverse backgrounds
- Availability, dependability, and willingness to be flexible
- Demonstrated ability to solve problems and think strategically