

Finger Lakes Community Action

Job Title: Director

FLSA Status: Exempt

Department: Foster Grandparent Program

Reports To: NCS Administrator

Summary:

The Director of Foster Grandparent Program is responsible for managing and overseeing the Foster Grandparent Program (FGP). Duties include resource development, strategic planning, program development, fiscal management, promotional activities, staff supervision, and volunteer recruitment, management and supervision.

Essential Duties and Responsibilities:

DEPARTMENT OVERSIGHT AND REPRESENTATION

- Develop/maintain volunteer stations in response to community need.
- Plan and implement promotional activities to market program services and increase community awareness, and to promote linkages and gain support.
- Oversee recruitment, training, and placement of senior volunteers in meaningful assignments in non-profit organizations.
- Serve as liaison for FGP and maintain working relationships with the Corporation for National Service, state and county grantees, and community agencies.
- Attend conferences, seminars, and meetings on behalf of FGP.
- Interact with state programs, agencies, and organizations to be aware of issues and trends affecting the senior population.
- Listen, respond and resolve community complaints.

COMPLIANCE IMPLEMENTATION

- Establish and ensure Corporation for National and Community Service and New York State OFA Policies and Procedures.
- Oversee and ensure that all background checks and FGP required medical updates and all other required documents are completed, collected, and updated as dictated by funder and agency policy.

FISCAL AND PROGRAM OPERATIONS

- Develop and maintain funding sources; provide input pertaining to grant applications and contracts for new and continuing funding sources to maintain sound financial base for programs.
- Operate a fiscally sound program through the review monthly financial reports.
- Ensure a comprehensive budget preparation and revision process.
- Update yearly contracts and track expiration dates.

PLANNING, ASSESSMENT AND REPORTING

- Assess the needs of low-income seniors and community needs to develop and implement program priorities (Work Plan) required by Corporation for National Service.
- Ensure all relevant data is entered into the COPA data collection system and kept current.
- Prepare quarterly/annual program reports as required by funding sources to evaluate progress, identify problems, and maintain regular communication with funders.
- Develop and implement programming for impact, measurement tools, evaluation, and compilation of impact results.
- Assist the agency with revisions to the Community Needs Assessment every three years.
- Develop and implement a systematic, ongoing process for program planning.
- Submit a monthly board report.
- Provide timely, written quarterly and annual reports for funding sources.
- Knowledge of community resources.
- Ability to work effectively with staff, community professionals and the senior population.
- Ability to organize workload, maintain accurate records and work independently.

LEADERSHIP, STAFF DEVELOPMENT AND SUPERVISION

- Provide leadership to the National and Community Service Advisory Committee; ensure participation in other local community councils, boards, and committees as an advocate for senior citizens.
- Provide objective, comprehensive mediation to settle collaborative or communicative challenges both within the department and between the program and other departments. Encourage objectivity and flexibility to ensure smooth service provision for customers of the Foster Grandparent Program and the agency at large.
- Attend and participate in all scheduled meetings and trainings as required by the funding source and the agency.
- Work with Human Resource Department in hiring and volunteer enrollment process.
- Ability to assign, review and approve work.
- Train, supervise, and evaluate program support staff and volunteers conduct performance evaluations.
- Any other duty assigned.

Working Remote: During times of a Pandemic or natural disaster, when the employee is asked to work from home due to state and local recommendations; the following expectations are to be followed:

- The employee will complete a daily time-study of their work. The time-study will be broken down by tasks completed hourly, totalling their full workday. The time-study will be emailed weekly or upon request to the NCS Administrator.
- The employee will continue to perform all work-related responsibilities within reasonable expectation.
- The employee will sign out any technology or resources they need, not limited to but including computers, laptop, work cell phone, camera, etc.
- The employee will be expected to maintain communication channels with supervisor, other Agency personnel, volunteers, and host sites through: Virtual platforms (ie: Zoom), email, work-cell call/text.

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- B.A./B.S. in Social Work, Human Services, Gerontology, or related field.
- Three year's experience in human services or related field of which at least one year was in a supervisory capacity.

Language Ability:

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- This position requires the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- Must have working knowledge of basic computer applications such as Microsoft Office.

Certificates and Licenses:

- Valid driver's license.

Supervisory Responsibilities:

The Senior Programs Director has direct supervisory responsibility for all Senior Service Program staff.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The noise level in the work environment is usually quiet.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand, walk, sit; use hands to finger, handle, or feel and reach with hands and arms.

Safety Responsibilities:

- Obey all safety rules, government regulations, signs, markings, and instructions.
- Become familiar with safety policies that apply directly to you in the area in which you work.
- Attend and actively participate in safety meetings.
- Report any unsafe hazardous conditions to your supervisor.
- Refrain from any unsafe act that might endanger yourself, consumers or fellow employees Report all workplace accidents, incidents immediately to your supervisor.
- Practice good housekeeping by picking up tools, materials and putting them into their proper places.
- Compliance with safety and health rules and regulations is a condition of employment.

Compliance

“If any person witnesses, learns of, or is asked to participate in any activities that are potentially in violation of the Finger Lakes Community Action Compliance Plan, he or she should make a confidential contact, without repercussion, to the Compliance Officer, his or her Director/Manager, or the Executive Director. Reports may be made by calling the compliance Hotline (1-315-665-0131 x110), or by emailing information to the Compliance Officer compliance@waynecap.org or by walk-in to the Compliance Officer’s office.”

Medicaid Fraud

Medicaid fraud and abuse affects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG’s recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.

Finger Lakes Community Action employees must assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone

who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG's fraud hotline. Tips can be completely anonymous—and OMIG investigates all reported information.

If you suspect fraud or abuse, call toll free: 1-877-87-FRAUD * 1-877-873-7283

Employer's Disclaimer

- All requirements are subject to modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employee contract, implied or otherwise, other than an "at will" employment relationship.