

Program Director – New York State Long Term Care Ombudsman Program:

Catholic Charities Senior & Caregiver Support Services seeks a Program Director to oversee the agency's Long Term Care Ombudsman Program. The Program Director will be responsible for the day-to-day operations of the program which includes a 10 county catchment area. Responsibilities include staff and volunteer recruitment, training, and supervision; ensuring services are provided as required within long term care facilities; assisting with program budget development and on-going budget management; ensuring all required documentation/reporting is completed as required; and representing the agency and the State Ombudsman at various meetings, presentations and public events. The mission of the Ombudsman Program is to protect the health, safety, welfare, human and civil rights of people living in long term care facilities. The Program Director will ensure the program is run in compliance with State and Federal guidelines as well as in accordance with the mission and philosophy of Catholic Charities and the Agency's policies and procedures.

Excellent verbal and written communication skills as well as strong organizational skills are required. The successful candidate will have a Bachelor's Degree in Social Work, Gerontology, Public Health, Human Services, or other related field and a minimum of 5 years of management/supervisory experience. Experience in the long term care field is highly desirable.

Travel throughout the Capital District and surrounding counties is required.

Interested applicants should send a cover letter and resume to Catholic Charities Senior & Caregiver Support Services, 1462 Erie Blvd, 2nd Floor, Schenectady, NY 12305-1004 or info@cathcharschdy.org.

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