

Job Title	Navigators Program Director
PVN ID	HC-1708-002001
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Social Work
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 10, 2017 (Or Until Filled)

General Description

As part of its Criminal Justice Investment Initiative, the Manhattan District Attorney's Office (DANY) is making investments to ensure that people receive services to support positive outcomes and prevent any future contact with law enforcement. Working with the CUNY Institute for State and Local Governance (ISLG), the Community Navigator program at the Hunter College Silberman School of Social Work, located in East Harlem will develop a network of community navigators -trained peers and social workers- to help individuals locate, connect, engage, and stay involved with the services they need to meet and achieve their goals. Navigators will be mobile and serve as the bridge to guide individuals across different systems, city agencies, and organizations.

The Hunter College Silberman School of Social Work seeks a Program Director to oversee the goals and objectives of the Community Navigator Program and liaise with project partners.

Other Duties

Reporting to the Associate Dean for Scholarship and Research, the Program Director will:

- Collaborate with DANY and ISLG staff to reach out to existing community-based organizations (CBOs) working with the at-risk populations as part of the program's mandate;
- Recruit, hire, on-board and supervise Social Work field personnel;
- Oversee the Social Work field personnel as they recruit, hire, on-board and supervise Community Navigators to work at CBOs working with the project's at-risk populations;
- Vet, engage and manage external resources to support the design and development of materials and community relationships, as needed;
- Writing and submitting quarterly project progress reports to oversight agencies;
- Manage the piloting of the initiative.
- Use effective project management tools and techniques to manage scope, schedule, and budget.

Qualifications

Minimum requirements for the position:

- Master's degree in social work, education, adult learning, public administration, public policy, management or related field preferred;
- 10+ years of experience in designing, developing, delivering, and/or managing community-based outreach programs;
- Demonstrated experience in using project management tools and techniques to manage scope, schedule, budget, and quality to required specifications;
- Demonstrated experience supervising and managing productive, collaborative teams;
- Demonstrated experience defining, collecting, analyzing and reporting evaluation measurements as per funder requirements;
- Demonstrated experience managing stakeholder relationships, including clients and partner organizations;
- Superior oral and written communication skills;
- Proven ability to carry out complex assignments and adapt to changing situations and priorities;
- Proven ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment.