
Job Title	Program Assistant
PVN ID	HC-1804-002435
Category	Administrative Services
Location	HUNTER COLLEGE
Department	Social Work
Status	Full Time
Annual Salary	\$45,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Aug 25, 2022 (Or Until Filled)

General Description

The National Center for Child Welfare Excellence, Silberman School of Social Work at Hunter College through an exciting new partnership with New York City Administration for Children Services (ACS) will develop, implement and evaluate transfer of learning strategies for the ACS Workforce Institute. The ACS Workforce Institute (WI) is a state-of-the-art professional development institute that strengthens skills and provides support to child welfare and juvenile justice frontline staff as they strengthen and support New York City's families and children. Through partnership with the City University of New York (CUNY), the ACS Workforce Institute offers professional learning initiatives that move beyond the classroom to enhance skill development for new and seasoned ACS and provider agency staff. Through the Silberman School of Social Work and ACS partnership, the Program Coordinator will join a dynamic team responsible for launching the new Supporting Knowledge into Practice initiative.

Reporting to the Senior Implementation Manager, the Program Assistant will work closely with CUNY and ACS leadership and staff to support the implementation of a coaching model within New York City's child welfare system that will positively impact supervision practices and support ACS WI transfer of learning efforts. Working closely with the Senior Implementation Manager and the Project Coordinator, the Program Assistant will support the team in all activities related to coaching and transfer of learning strategy implementation.

The new hire will join a team of CUNY colleagues and work on site at one or more of the ACS Division of Child Protection (DCP) and/or Division of Youth and Family Justice (DYFJ) locations in: Bronx, Brooklyn, Manhattan, Queens, and/or Staten Island.

Other Duties

Responsibilities of this position include:

- Coordinate a variety of projects, functions and/or program components that will support the

implementation of transfer of learning (ToL) activities throughout the boroughs. This will include the following: ensuring program materials are prepared for coaching and ToL activities, maintaining swag, room scheduling, room set up, etc.

- Maintains a wide variety of manual and electronic documents, files, and records for the purpose of providing up-to-date information and/or historical reference in accordance with established operational and programmatic policies and procedures.
- Monitors a variety of activities on behalf of assigned Supervisor for the purpose of achieving goals and meeting target deadlines.
- Assists with recruiting and data collection related to attendance at ToL activities.
- Prepares documents for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Procures supplies and materials for the purpose of disseminating information in compliance with established policies and procedures.
- Responds to inquiries from internal and external stakeholders for the purpose of providing information and/or facilitating communication among parties.
- Provide day-to-day support to the Senior Implementation Managers as well as administrative support to program staff as needed.
- Attend meetings as required and necessary to fulfill the needs of the department and to support the timely meeting of the deliverables.
- Attend learning events and meetings as indicated.

Qualifications

Qualifications:

- High School Diploma
- Sensitivity to diverse cultural and linguistic populations
- Ability to travel between program locations to support program staff as needed
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Experience working in Human Services

Preferred Skills:

The preferred candidate should possess excellent oral and written communication skills, strong organizational skills and attention to detail. He or she will also be proficient in computer applications, such as Word, Outlook and Excel. Candidate should be able to appropriately interact with various levels of ACS and CUNY leadership and offer feedback on ways to further the mission of the ACS Workforce Institute. A commitment to a collegial workplace is required.

Applicants are asked to submit a cover letter that details how your qualifications match this position description along with a resume, and contact information for three references.