

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Program Officer (M-II)</u>	Salary:	<u>\$58,675 – \$156,793*</u> <u>\$63,275 - \$156,793**</u>
Title Code:	<u>10084</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Director, Aging in New York Fund’s Management Services Organization</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>External Affairs/Aging in New York Fund</u>		

Job Description:

The New York City Department for the Aging (“DFTA”; the “Department”) is looking to hire a Director of the Aging in New York Fund’s (ANYF) Management Services Organization (MSO); ANYF is DFTA’s not-for-profit arm. The Director is responsible for establishing a Management Services Organization (MSO) to promote DFTA’s Strategic Plan Objective to “Develop the infrastructure to support the inclusion of the Department for the Aging and its network of service providers in the healthcare system.” The Director will report directly to the Deputy Commissioner for Planning for approximately three years on an “on loan” basis. The reporting structure will allow the MSO Director to receive close daily oversight by the Planning Division while coordinating the myriad of activities listed below with ANYF, other DFTA divisions and outside entities, as well as receiving much direct input and guidance directly from the Commissioner, including weekly meetings.

The establishment of the MSO is one of the most urgent and far-reaching initiatives of the Department, as DFTA strives to achieve its strategic objective of integrating healthcare programming into the aging services sphere while obtaining Medicare, Medicaid and health plan funding for use in existing and planned program activities. In the role, the MSO Director will:

- Further develop a business strategy for creating the MSO and take the lead in carrying out the business strategy.
- Create, maintain and manage relationships with City, State and Federal agencies in order to facilitate access to healthcare funding.
- Develop business relationships with Medicaid managed care plans and hospital systems in preparation for formal contracting relationships with network partners.
- Create model contracts for DFTA network partners to use in contracting with managed care plans, and oversee and provide assistance in contracting processes.
- Propose service packages and pricing of MSO network services; assist in negotiations between healthcare and aging service systems when warranted.
- Take the lead on a marketing campaign benefiting the MSO.
- Represent the MSO, ANYF and DFTA at meetings, conferences and other forums regarding the strategic healthcare goals.
- Set program standards, quality measures and other identified mechanisms for creating a structure for DFTA to draw down healthcare funding.
- Work with the Development Unit and the inter-divisional grants committee to explore fundraising activities to support MSO activities and carry out activities needed to administer grants that are obtained.
- Report quarterly to the ANYF Board of Directors.

***Non-City rate.**

****City incumbent rate.**

Minimum Qualifications:

1. Graduation from an accredited college with a baccalaureate degree and five (5) years of full-time, professional experience in social services, community relations, public administration or management, of which at least one year must have been in the field of aging, and of which at least one and one-half years must have been in an administrative or managerial capacity; or
2. Education and experience equivalent to "1" above. However, all candidates must have one year of experience in the field of aging and one and one-half years of experience in an administrative or managerial capacity.

Preferred Skills:

- Ten years of experience in healthcare business development, with emphasis on Medicaid managed care.
- Extensive knowledge of NY State Medicaid, Medicare and healthcare in general, with special emphasis on Medicaid Redesign, DSRIP and waiver initiatives in New York State.
- Five years of experience in working with or on behalf of populations of individuals requiring long term care and support services.
- Five years of experience in project management.
- Three years of experience in an administrative capacity to support not-for-profit management and Board activities preferred.
- Excellent writing, communication and organizational skills.
- Ability to work independently and in a collaborative manner with multiple stakeholders in and outside of the Department.
- Master's degree from an accredited college in public administration, management science, organizational development, sociology, social work, psychology, planning or other closely related field preferred, or Baccalaureate degree from an accredited college in one of the listed fields of study.

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.
TO APPLY**

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID #227516

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#227516

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **January 11, 2016**

Post Until: **Filled**

Posting No. **125-16-18 CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER