



**Assistant Director Client Services
Hudson Valley Community Services, Inc.**

Job Snapshot

Location : 280 Broadway Newburgh, NY 12550
Employee Type : Full-Time
Industry : Social Services Healthcare - Health Services
Manages Others : Yes
Job Type : Nonprofit - Social Services
Education : Graduate Degree
Experience : At least 3 year(s)
Travel : Up to 25%

Contact Information

Contact: HVCS Attn: HR
HR@hudsonvalleycs.org
Fax: 914-785-8227

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<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=F4346E73491D4FA3F3787A320A00F926>

Description

Our Client Services Department is looking for an experienced administrator to join our senior management team. As Assistant Director, you will oversee administrative, clinical and operational functions of our programs in Orange and Sullivan counties. You will supervise program supervisors and other staff, provide development for required programs, and monitor contract and program standards. In addition, you will conduct community outreach, assist in writing funding applications, and coordinate required trainings. The Assistant Director reports to the Director of Client Services and is based out of our Newburgh, NY location. We offer a comprehensive benefits package which includes employer-contributed 403b plan and generous time off in an exceptional work environment.

Requirements

Masters degree in social work or related field; two years as part of a senior department management team; Demonstrated skill and experience as an administrator within a service provider setting; 3 years clinical and administrative supervisory experience with a working knowledge in two of the following areas: HIV/AIDS and/or mental health and/or substance abuse and/or domestic violence; LMSW/LCSW preferred. Access to a car for travel and clean driver's license required.