



**Assistant Director Education and Prevention
Hudson Valley Community Services, Inc.**

Job Snapshot

Location : 40 Saw Mill River Road, Hawthorne, NY
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
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Description

Reporting to the Director of Education & Prevention, the Assistant Director is responsible for assisting the Director in the administration and operation of the programs in the Department of Education & Prevention. The AD position is responsible for the Lower Hudson and Mid Hudson Project Reach Out programs, the Peer Health Alliance Program, the Women's Services Program and oversight of all HVCS labs as the Lab Coordinator. This position directly supervises three Program Supervisors, two direct staff, and performs compliance training and quality assurance activities with staff of HIV, STI and HCV testing programs. The Assistant Director also plays a role representing the department and its programs to the community at large.

- Supervise all aspects of assigned programs to ensure that they are meeting program deliverables and are in compliance with agency policies and funder program standards, to publicize programming and to recruit clients for workshops, HIV/SHCV testing and interventions
- Supervise and develop program supervisors and staff to ensure that they follow through on data entry, reporting, recruitment for and delivery of interventions, and adherence to program standards so that quality services are provided.
- Develop formal service agreements and participate in collaborations with the community to ensure referrals to the programs and continuum of care for clients.
- Create and operationalize new strategies and systems for all programs assigned so that they operate at maximum efficiency with current clinical intervention strategies.
- Communicate to and collaborate with the Department Director in order to carry out all department functions.
- Working with the Director of Education & Prevention, assists in managing, implementing, and evaluating all Client Services programs that report to the position.
- Other duties as assigned.

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 Education 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. Must have a valid, unrestricted driver's license and independent means of transportation for frequent travel to locations throughout the assigned county as well as to the offices of Hudson Valley Community Services ("HVCS").