

Senior Activities Center Director

The Housing Authority of Bergen County (HABC) is seeking a Senior Activities Center Director for the Martin Luther King, Jr., Senior Center (MLK Center) located in Hackensack, NJ. Responsibilities include, but are not limited to: the coordination, delivery, scheduling and provision of social services and community programs to residents at the MLK Center. Will also coordinate and direct the nutrition/lunch program that serves the community at large. Will assist tenants in developing social, cultural and recreational activities. Will plan, direct and coordinate fundraising efforts. Does related work, as required.

This is a full-time position with excellent benefits package and participation in the N. J. Public Employees' Retirement System (PERS).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides general referral of residents to social service providers in the community.
- Coordinates educational events related to health care, supportive services, life skills, referral resources, etc.
- Establishes cooperative working relationships and serves as liaison with outside departments and agencies to provide effective delivery of tenant service assistance/programs.
- Works to prevent the social isolation of older adults and helps them remain active and contributing members of society.
- Responsible for planning and coordinating tenant services, including education, health, social services and other tenant activities.
- Plans, directs and coordinates fundraising events.
- Facilitates and attends tenant meetings.
- Make bank deposits several times a week.
- Performs other Authority activities, as requested.
- Business conditions or Authority needs may require from time to time, at employer's discretion, changes in job duties, responsibilities or location.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Demonstrated ability to organize, schedule, coordinate, plan and provide social and recreational programs for residents served.
- Demonstrated working knowledge of supportive services and other resources for social services for the elderly, disabled and families.
- Ability to relate well to various types of individuals and groups; tenants, vendors, and other agencies and staff.
- Ability to exercise discretion and judgment; keep tenant information and building matters confidential.
- Ability to organize and prioritize work schedule.
- Ability to establish and maintain effective working relationships with departmental officials, employees, tenants, professional groups and the general public.
- Ability to work extended/flexible hours on occasion within a sometimes stressful environment.
- Working knowledge of computer programs, i.e., Microsoft Word, Excel, Power Point, Outlook, etc.
- Ability to organize and problem solve.
- Ability to read, write, understand and communicate in the English language to tenants, various agencies and other staff.
- Must own automobile and use it for local job-related travel.

QUALIFICATIONS

- High school diploma or equivalent.
- Bachelor's degree in Social Work or related field, preferred.
- Minimum of three years experience in recreational and/or supportive services, serving senior citizens.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and performing repetitive motions.
- Must be able to perform light work exerting up to 10 pounds of force occasionally.
- Persons with mental or physical disabilities are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.

LICENSE:

The position of Senior Activities Center Director requires driving a personal and/or HABC owned vehicles on company business. The applicant must have and be able to maintain a valid driver's license with acceptable driving record and auto insurance.

HOW TO APPLY:

Please submit a resume, salary requirements and 3 references, as follows:

Via E-Mail: HR103@habcnj.org

Regular Mail:

Human Resources Manager – HR103
Housing Authority of Bergen County
One Bergen County Plaza, Fl. 2
Hackensack, NJ 07601

In Person: Applications are available at the HABC's main office.

Deadline: Position Open Until Filled.

Only applications complying with requirements and submitted to the above email/address will be considered. Please do **NOT** contact the HABC to inquire about status of application. In the event that we wish to arrange a personal interview, we will contact you. Principals only, no employment agencies/job recruiters.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

This organization participates in E-Verify. www.dhs.gov/e-verify.

The HABC is an Equal Opportunity Employer and a Drug-Free Workplace.