

Director, Office of Aging & CARE Services

The Baltimore City Health Department seeks a Director for the Office of Aging & CARE Services. As the designated Area Agency on Aging (AAA), the Director will be responsible for managing and organizing staff activities, including administering programs that advocate for and deliver services to the older adult population.

Responsibilities:

The Director will plan, coordinate and direct senior health and social service programs and evaluate the effectiveness of senior health and social service programs; recommends program improvements, plans, develops and implements policies, procedures and guidelines for these programs, directs and reviews the development affecting grant applications and program budgets and oversees a computerized management information system for the purpose of client tracking and resource development. The incumbent in this position will also act as a liaison between the AAA, the community, governmental agencies, universities and professional groups, presenting and defending aging program positions, explaining program activities and promoting support for such activities.

Desirable Qualifications:

Masters Degree from an accredited college or university in Public Health, Gerontology, Social Work, Business Management, Public Administration, or related field, with three (3) years supervisory experience, managing grants and familiarity with Older American Act funded programs or an equivalent combination of education and experience. Experience in working within a Governmental entity is preferred.

Salary is commensurate with education and experience including an excellent benefits package.

Interested candidates should submit cover letter and resume, which specifically address the applicant's experience relevant to the position to:

Ms. Carolyn Jackson-Boone
Baltimore City Health Department
1001 E. Fayette Street
Baltimore, Maryland 21202
Carolyn.Jackson-Boone@baltimorecity.gov

Baltimore City Government is an Equal Opportunity Employer