



**DIVISION OF AGING AND CARE SERVICES
ADVOCACY SERVICES UNIT
Non-Civil Service Division Chief I**

The Baltimore City Health Department seeks a Division Chief I for its Division of Aging and CARE Services.

Founded in 1793, BCHD is the oldest health department in the country, with more than 1,000 employees and an annual budget of \$130 million that aims to promote health and improve well-being through education, policy/advocacy, and direct service delivery. BCHD's wide-ranging responsibilities include maternal and child health, youth wellness, school health, senior services, animal control, restaurant inspections, emergency preparedness, STI/HIV treatment, and acute and chronic disease prevention.

Under the direction of the Deputy Commissioner and Assistant Deputy Commissioner, the successful candidate will plan and coordinate activities of the Advocacy Services Unit inclusive of the Maryland Access Point/Senior Information and Assistance (MAP), Senior Care, Long Term Care Ombudsman, Senior Health Insurance and Senior Medicare Patrol programs.

The following examples illustrate the work performed in the position. The position may require some or all of these examples. This list is not inclusive and may require related duties not listed, if necessary, to accomplish the work of the agency.

Responsibilities include:

- Planning and directing the operation of several programs
- Formulating the development of long-range program goals to expand organizational growth and development
- Evaluating the effectiveness of programs for consumers, caregivers and families and formulates strategies and monitors the implementation of program improvement plans.

- With a high degree of independence, develops implements, recommend changes in and approves program policies and procedures; directs and participates in the interpretation of state, federal and local policies and procedures.
- Developing networks and partnership to improve and expand upon the availability and quality of services
- Overseeing the preparation of grant proposals and assist with writing grant applications
- Preparing and administering program budgets which include reviewing, approving budget recommendations and exercising expenditure control.
- Providing leadership to promote agency's mission and vision
- Providing leadership and supervising for program administrators.

I. REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

- Knowledge of the techniques of social program administration
- Knowledge of community social problems
- Knowledge of counseling technique
- Ability to plan, implement and direct several social programs
- Ability to develop and implement program policies and procedures
- Ability to make budget recommendations and control expenditures
- Knowledge of the principles and practices of management and administration
- Ability to establish and maintain partnerships with the aging services network
- Ability to speak and write effectively
- Ability to deal with program recipients, community groups and representatives of public and private agencies

- Ability to supervise individual staff and teams

II. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Requirements – A bachelor’s degree from an accredited college or university and five years of experience in social planning, social work, social program supervision or coordination or related field.
- Equivalencies – Equivalent combination of education and experience.

III. LICENSES, REGISTRATIONS AND CERTIFICATES

- Not Applicable.

Interested candidates should submit a cover letter and resume to:

Baltimore City Health Department
Division of Aging and CARE Services
417 E. Fayette Street, 6th floor
Baltimore, Maryland 21202
Victoria.Russell@baltimorecity.gov

Baltimore City Government is an Equal Opportunity Employer