Division Chief I | Non-Civil Service
Community Services

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 cute and chronic disease prevention.

Under the direction of the Deputy Commissioner, the successful candidate will plan and coordinate activities of the Community Services Unit inclusive of the Senior Centers, Family Caregiver, Nutrition Services (Congregate and Home Delivered Meals), Legal Services, Health Promotions and Education.

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.

**Essential functions include:**

- Report directly to Deputy Commissioner and/or his/her designee for operational and programmatic concerns, compliance and opportunities.

- Provide fiscal and program management oversight to the multiple programs within the Community Services Unit; including Senior Centers, Family Caregiver, Nutrition Services (Congregate and Home Delivered Meals), Legal Services, Health Promotions and Education; this includes budget and finance management, grant development and planning, program operations and sustainability.

- Provide direct supervision for a team of twenty-five members that include: senior center directors, contractors and support staff. Duties include hire, disciplinary action, and recommendation for the termination of employment and/or contract agreement.

- Ensure public access to community based services for seniors through outreach activities, programs and partnership building.
• Collaboration with other professionals and leaders to ensure overall goal and objectives of programs/division. Insure compliance and adherence to federal and state mandates and legal provisions that govern programs and grant funding requirements.
• Performs other related duties as assigned.

Successful Candidates should have:
• Operational characteristics, services and activities of a comprehensive human services division;
• Excellent written and verbal communication skills;
• Ability to identify problem areas and recommend appropriate solutions based on logical consideration of alternatives;
• Knowledge of complex principles and practices of program development, administration and budget preparation;
• Interest in serving older adults and adults with disabilities;
• Supervision, training and performance evaluation experience;
• Understanding of regulatory and legislative environment concerning older adults;
• Ability to work effectively with members of city government, for-profit and non-profit organizations, community leaders, and constituents.

Qualifications:
• A Bachelor’s degree in Business Administration, Public Administration, Management, or related field from an accredited college or university and 8 years of experience in professional-level administrative, operations, or technical work. Previous lead work experience may be required.
• Familiarity with Older American Act funded programs or an equivalent combination of education and experience.

Salary offer will be commensurate with experience. An excellent fringe benefit package accompanies the salary. Interested candidates should submit a cover letter and resume to:

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

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