



Sunnyside Community Services, Inc.

SCS Caregiving Support - Alzheimer's Program

JOB DESCRIPTION

Director of Caregiver Support Alzheimer's Program (Full-time)

Salary: \$75,000 to \$80,000 Classification: Exempt

Reports to: Associate Executive Director for Older Adult Services

Sunnyside Community Services (SCS), an innovative nonprofit based in Queens, is seeking a Director of Caregiver Support to lead our Alzheimer's program. This full-time position is located at our Long Island City office on Center Boulevard and reports to the Associate Executive Director of Older Adult Services.

Program:

Our Caregiver Support Alzheimer's program provides essential support to people and families caring for individuals with memory loss or a diagnosis of dementia. Services include caregiver education, wellness activities, individualized support to help families navigate the challenges of caregiving and connections to in-home and adult day respite.

Job Summary:

The Director is responsible for overall management and day to day oversight. This includes supervising a multidisciplinary team, overseeing budgeting and billing processes, managing relationships with inter agency departments, subcontractors, and ensuring compliance with funder requirements. This leadership role requires a highly organized, mission driven professional with a strong background in team management, program evaluation, and community-based services.

Essential Duties and Responsibilities:

- Supervise key staff, including a Senior Social Work Supervisor (who manages six client-facing team members), an Education Coordinator, a Billing Specialist, and an Outreach Activities Coordinator.
- Manage program budgeting and monitor expenditures to ensure fiscal responsibility, with a focus on respite care and direct services.
- Lead staff recruitment, training, performance evaluation, and structured supervision.
- Track and evaluate program performance using data to inform improvements and meet deliverables.
- Oversee subcontractor relationship.
- Maintain clear communication with funders, including submitting reports and updates.
- Work closely with the fiscal team, older adult services programs and Associate Executive Director to ensure financial and programmatic alignment.
- Perform other management responsibilities as assigned.

Job Qualifications:

- Master's degree in Social Work, Public Health, Nonprofit Management, or a related field.
- Minimum of five years of experience in nonprofit program management, preferably in aging or caregiver services.
- Proven experience supervising staff and overseeing deliverables-based programs.
- Strong skills in budgeting and program evaluation.
- Excellent communication and interpersonal skills; able to collaborate with a diverse range of individuals and organizations.
- Proficiency in Microsoft Outlook, Excel, and Salesforce (or similar CRM/databases).
- Commitment to supporting family caregivers and enhancing the lives of older adults.

Physical Requirements and Working Conditions:

Office work will be at our location in Long Island City, with flex space available at our main 39th street site, and telecommuting when applicable. SCS currently operates on a hybrid model with three days in the office, and two days remote. This is subject to change.

SCS offers an Excellent Benefits Package:

Comprehensive medical, dental, and vision insurance
403B pension plan with employer contribution
Flexible spending account and transit check
Employee Assistance Program
20 days of paid vacation and 12 paid sick days per year
10 paid holidays
Three personal and three floating holidays
Life insurance
Long-term disability

How to Apply:

If you would like to join our team, please forward a cover letter and resume, with the subject line “**Program Director**” to Shyvonne Noboa at snoboa@scsny.org.

All positions at Sunnyside Community Services are filled without regard to race/color, religion/creed, national origin, age, sex/gender, sexual orientation, gender identity or expression, disability, pregnancy-related condition or lactation, military/veteran status, marital status, familial status, caregiver status, sexual or reproductive health decisions, height, weight, status as a victim of domestic violence/stalking/sex offenses, predisposing genetic characteristic, immigration or citizenship status, prior arrest or conviction record, credit history, salary history, unemployment status, pre-employment marijuana testing, union affiliation/activity, or for reporting or opposing discrimination on these bases or for reporting or opposing violations of workplace health and safety, pay equity or practices, or for participating in any internal or any legally protected status listed in the New York City Human Rights Law (NYCHRL). All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all

organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported.

Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect their well-being.

For more information about Sunnyside Community Services, please visit the website at www.scsny.org.

Equal Opportunity/Affirmative Action Employer