



JOB VACANCY

April 2017

Senior Director

Location: NYC, NY 11201

EAC Network seeks a Senior Director for Community Re-entry Assistance Network (CRAN) program. The Senior Director is responsible for implementation, supervision of Program Directors and problem solving operations of the NYC CRAN programs. Position is Monday-Friday 9:00AM-5:00PM with excellent benefits medical/dental/401K and very generous Paid Time Off (PTO). EAC is an EOE. All qualified applicants will be afforded equal opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. **Candidates are encouraged to view agency Web site at www.eac-network.org**

RESPONSIBILITIES:

- Ensure program compliance with contract requirements for the CRAN Programs.
- Direct and supervise CRAN program directors and provide stimulus, incentive and guidance to staff members.
- Demonstrate knowledge of, and support, agency mission, vision, policies and procedures, confidentiality standards, and the code of professional conduct.
- Complete and conduct professional assessment meetings with staff, coordinate in-service trainings and other training activities.
- Handle administrative/personnel issues for programs along with Division Director and VP of Human Resources.
- Coordinate CRAN grant activities (monitoring achievement of goals, submission of reports and refunding applications, hosting site visits and attending grantee meetings).
- Assist Program Directors in preparation and lead program audits.
- Attend meetings as needed and provide representation and consultation to facilitate coordination, collaboration and cooperation between the agency and the community.
- Monitor all program budgets in conjunction with supervision.

QUALIFICATIONS:

- Master's Degree in Psychology, a related mental health field or behavioral sciences required. License preferred.
- Must have knowledge of resources for SMI clients and the ability to work cooperatively with treatment, mental health and criminal justice systems.
- Minimum of five years of work experience in social services and with the criminal justice population. Minimum of three years of supervisory experience.
- Excellent communication and data management skills.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to perform work assignments.
- Ability to regularly travel between program offices.

HOW TO APPLY:

E-mail resume/cover letter to: employment@eacinc.org