

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Director of Social Services	<b>Level:</b> M1
<b>Title Code No:</b> 10056	<b>Salary:</b> \$51,757.00/\$55,815.00-142,430.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Intake Manager	<b>Work location:</b> 400 E. 30th Street MANHATTAN, NY 10016
<b>Division/Work Unit:</b> Adults/Intake and Diversion	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Tues. - Sat. 12am to 8am RDO Sunday and Monday	<b>Agency Tracking #:</b> 2831 <b>POSITION:#</b> 3129

**Job Description**

**REPOST**

The NYC Department of Homeless Services (DHS) seeks an Administrative Director of Social Services M1 for the 30th Street Men's Intake Center. The selected candidate will serve as an Intake Manager and will manage a professional staff responsible for processing clients for temporary housing assistance. Under the general direction of the Director of Intake & Diversion, s/he will manage the day to day operations of the central intake facility for single adult homeless men and homelessness prevention services. S/he will provide oversight and direction to the Intake staff, ensuring the fulfillment of responsibilities in each key area; implement the organizational structure to accomplish these responsibilities; train and supervise staff; implement a series of strategic goals and programmatic plan that will effectively achieve these goals; and evaluate the program's performance to ensure maximum utilization of available services for clients. The key goals will be to assist clients seeking temporary housing assistance from DHS to return to a stable living environment in the community and, where a shelter admission is inevitable; assess each client's needs and appropriately place the client into a program that will best assist them to move to permanency. In addition, s/he will rate and evaluate job performance of subordinates by observation, record-keeping, performance discussions; and enforcing and implementing program guidelines. S/he will also monitor the intake operations within agency standard, state and local laws and codes, ensuring that all functions are implemented as stipulated.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university and four (4) years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one (1) year of experience at the administrative or management level as described in "1" above.

**Preferred Skills**

Excellent organizational and verbal skills, strong computer and analytical skills and the ability to work in a fast paced environment. Previous experience working with the homeless.

**Residency Requirement**

New York City Residency is not required for this position.

**To Apply:**

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

<b>Post Date:</b> 8/17/2015	<b>Post Until:</b> 8/31/2015	<b>JVN:</b> 071-2016-204904
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**The City of New York is an Equal Opportunity Employer.**