

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

Civil Service Title: Administrative Director of Social Services	Level: M1
Title Code No: 10056	Salary: \$53,051.00/\$57,210.00-145,991.00 Frequency: ANNUAL
Office Title: Project Manager	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Adults/Street Homelessness Solutions	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2873 POSITION:# 3233

Job Description

The NYC Department of Homeless Services (DHS) seeks an Administrative Director of Social Services M1. The selected candidate will serve as a Project Manager over initiatives that cut across the four principal program types of the Street Homelessness Solutions Unit including: Outreach, Safe Havens Drop-ins and Community Beds. S/he will provide knowledge and expertise on agencies/systems that the unit interfaces with such as hospitals, NYPD, Corrections, Religious Institutions or other Community Based Organizations. In this role, s/he will develop and implement innovative techniques to enhance programs and will interface with DHS contracted sites and other agencies directly involved with providing a continuum of care with the ultimate goal of placing as many unsheltered individuals indoors as possible. S/he will work with the DHS Communication Unit on inquires as well as external stakeholders who are encountering unsheltered homeless individuals in their areas. In this role, s/he will need to facilitate a process that gathers input from all staff within the unit at every level. In additions, the selected candidate will participate in key internal and external meetings and strategy sessions and oversee special projects as it relates to the scope of Street Homeless Programs. The selected candidate will also be required to effectively solve problems working with groups of individuals with different interests, manage multiple projects simultaneously and meet deadlines as required. The selected candidate should be willing to adjust their schedule periodically to attend evening meetings or to participate in operations that are not during the regularly scheduled work day.

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 written, verbal interpersonal and public presentation skills. Program design, very strong computer and analytical skills, and implementation and evaluation skills. Working knowledge of Excel is required. Excellent attention to detail and outcome-oriented; ability to manage multiple tasks simultaneously. Extensive knowledge in the fields of social services, homeless services administration, and supportive housing processes.

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.

Post Date: 9/18/2015	Post Until: 10/2/2015	JVN: 071-2016-214820
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