

**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> \$53,051.00/\$57,210.00-145,991.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Hot Team Manager	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Family Services/AC Permanency & Planning	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 2889 <b>POSITION:#</b> 3271

**Job Description**

The NYC Department of Homeless Services (DHS) seeks (1) one Manager Administrative Director of Social Services M1 to lead a Housing Opportunity Team (HOT) of Housing Specialists to work within the Division of Family Services. The primary functions of the unit will be: securing housing for families in shelters without Housing Specialists; securing housing for families that are difficult to place due to behavioral challenges or special needs; and providing monthly training with shelter-based housing specialists to build capacity of shelter staff in dealing with difficult placements.

Under the supervision of the Director of Permanency Support, the Housing Opportunity Team, "HOT", Manager (1) will manage and supervise a team of 9 Housing Specialists, ensuring that the Team is deployed to meet the most critical shelter and family needs. The Team Manager will be supervised by the Director of Permanency Support and work closely with the Office of Community Resources and Transitional Services/Program Administrators to ensure that linkages are made between the needs identified by those units and the support that Housing Specialists provide through consistent communication and scheduled weekly meetings. The Housing Opportunity Team (HOT) Manager will also maintain regular communication with HRA for coordination with the Mobile Diversion Unit.

In addition, the Team Manager will co-design and schedule trainings provided by Housing Specialists and Team Manager to support human capacity in shelters. On an as needed basis, the Team Manager will provide on the ground to shelters. The Team Manager should have excellent communication and organizational skills, with experience in presentation to groups of providers as well as supervising staff.

**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**

Deep knowledge of and expertise in NYC Shelters and forms of rental assistance and subsidized housing available to families with children; strong expertise in strengths-based, solution-focused, support to shelter staff and families; knowledge and experience working with diverse cultures and ethnicities; candidates should also possess excellent written and verbal communication skills; excellent organizational skills, the ability to prioritize and manage multiple stakeholders' interests, with attention to detail; good skills in reports development and using data to inform prioritization; flexible hours, including the ability to trouble shoot after hours to support shelters and Housing Specialists; experience presenting to group; experience supervising a team; and proficiency in the use of the Spanish language.

**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/>.

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Most public libraries have computers available for use.

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

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<b>Post Date:</b> 10/5/2015	<b>Post Until:</b> 10/20/2015	<b>JVN:</b> 071-2016-217507
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**The City of New York is an Equal Opportunity Employer.**