

**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> Resource Room Manager	<b>Work location:</b> 151 E 151 St BRONX, NY 10451
<b>Division/Work Unit:</b> Family Services/PATH/Family Intake	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Sun.-Thurs. 10:00am-6:00pm	<b>Agency Tracking #:</b> 2901 <b>POSITION:#</b> 3490

**Job Description**

The NYC Department of Homeless Services seeks an Administrative Director of Social Services M1 to work in our Family Intake Unit within the Division of Family Services. Family Intake operates 24/7 as the City's intake center serving families with children seeking shelter and services. The site in the Bronx operates 24 hours per day, and new sites will open in Manhattan, Brooklyn and Queens which will operate from 8am-10pm, Monday through Saturday. The selected candidate may be placed in any of these sites. Under the supervision of the Resource Room Director, the incumbent will oversee the day-to-day operations of the Resource Room Social Work and administrative staff. S/he will guide staff in the development, implementation, and achievement of program goals, including enhancing diversion and prevention efforts through effective service provision at Family Intake. S/he will handle administrative, operational, programmatic, and related issues affecting the management of the Resource Room and be an effective liaison with agency staff as well as staff in other city, state, and federal agencies with which the Resource Room interacts in order to best serve families in need. The incumbent will ensure that the Resource Room staff provides quality service, utilize all program tools, document diversion efforts appropriately, and comply with agency guidelines. The incumbent will be responsible for direct management and supervision of a large team of staff responsible for reviewing application for who are seeking access to City-run shelters and other housing administered by DHS, as well as managing the client flow and referral process, including the pre-screening and registration of applicant's interviews, and the investigation process. S/he will monitor referrals to HRA Diversion and NoVA Units, the Medical Provider, Prevention Services Homebase, ACS and DOE. The incumbent will also monitor the placement process with the Agency's HERO Unit, ensuring that shelter placements assignments are made as necessary. The incumbent will oversee building operations and continually evaluate the operation of this program and make appropriate policy recommendations to improve its efficiency.

Monitors and maintains controls on subordinates' attendance according to agency procedures by posting appropriate data on standard forms and holding conferences in order to ensure adherence to time and leave information.

The Manager fosters compliance and ensures staff adherence to City and Agency Policies and procedures by reviewing applicability of rules and regulations with staff. Examples of Policies and Procedures: Equal Employment Policies: Time and Leave Regulations, the Absence Control Program, and Overtime Allocation, DHS Employee Evaluation Program and Control Plans.

**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 skills, the ability to prioritize and manage multiple stakeholders' interests, with attention to detail, experience supervising a team. Good skills in development of reports and using data to inform prioritization, Flexible hours, including the ability to troubleshoot after hours to support Family Intake and Social Workers Supervisor Level II.

**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:** 10/8/2015

**Post Until:** 10/23/2015

**JVN:** 071-2016-218252

**The City of New York is an Equal Opportunity Employer.**