

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: Deputy Shift Director	Work location: 400 E. 30th Street MANHATTAN, NY 10004
Division/Work Unit: Capacity Planning & Development/CPD HERO	Number of Positions: 1
Hours/Shift: Fri.-Tues. 4:00pm-12:00am	Agency Tracking #: 2944 POSITION:# 7527

Job Description

The NYC Department of Homeless Services (DHS) seeks an Administrative Director of Social Services M1 to work in the Capacity, Planning and Development Unit. The Administrative Director of Social Services M1 will serve as Deputy Shift Director in HERO. The selected candidate will report directly to the Shift Director of HERO and must possess a high level of organizational skills and problem solving ability in vacancy control and shelter placements. S/he will supervise and monitor the process of identifying conditional and late arrival families at intake for appropriate matches to available shelter units, using a combination of CARES automated reports, email and verbal communications with Providers and Intake staff. S/he will supervise, train, monitor staff, prepare and distribute work activities as needed, ensure adequate coverage of the unit and analyze objectives for their shift and HERO as a whole and formulate corrective actions with the HERO management team as necessary, hold conferences with staff to ensure they have been briefed of any changes.

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

N/A

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: 11/9/2015	Post Until: 11/24/2015	JVN: 071-2016-222129
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The City of New York is an Equal Opportunity Employer.