

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 Director of Continuous Quality Improvement and Evaluation Field Team	Work location: 33 Beaver Street MANHATTAN, NY 10004	
Division/Work Unit: Policy & Planning/Continuous Quality Improvement and Evaluation Field Operations	Number of Positions: 2	
Hours/Shift: 24/Availability	Agency Tracking #: 2952 POSITION:# 3292	
Job Description		
<p>The NYC Department of Homeless Services seeks Two Administrative Directors of Social Services (M1), to serve as the Deputy Directors of the Continuous Quality Improvement and Evaluation (CQI) Field Teams. The selected candidates will report directly to the Director of the CQI Field Operations Unit. They will manage/coordinate one of the two the Field Operations Units which will conduct site visits to Intake Centers, contracted shelters and DHS directly run sites to perform inspections, quality assurance checks and audits to identify issues related to quality of services, adherence to federal, state and city mandates, procedures and practices. The Teams will produce high level and detail reports on their findings. These positions require field work. (3292,3293)</p>		
Qualification Requirements		
<p>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</p> <p>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.</p>		
Preferred Skills		
Experience in field work. Experience performing audits and quality assurance checks. Excellent communication and writing skills. Project Management skills. Driver's license preferred.		
Residency Requirement		
New York City Residency is not required for this position.		
To Apply:		
<p>For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.</p> <p>For all other applicants, please go to NYC Careers by using the following link https://a127-jobs.nyc.gov/.</p> <p style="text-align: center;">Most public libraries have computers available for use.</p> <p style="text-align: center;">No phone calls, faxes, e-mails and personal inquiries permitted.</p>		
Post Date: 11/17/2015	Post Until: 12/2/2015	JVN: 071-2016-222994

The City of New York is an Equal Opportunity Employer.