

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: Program 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 *Based on 24/7 coverage	Agency Tracking #: 2969 POSITION:# 3234

Job Description

REPOST

The NYC Department of Homeless (DHS) seeks a qualified candidate to serve as an Administrative Director of Social Services – M1 within the Adult Services division. In this capacity, s/he will serve as a manager with the responsibility of overseeing priority client locations work which includes encampments, hotspots and other on-going sites that come to the attention of the Street Homeless Unit. S/he will collaborate with interagency City Partners to ensure priority location work is managed in accordance with evidence based practices. S/he will maintain before and after pictures of sites, data on all initiatives and be able to develop procedures around reporting, cleaning operations, securing and on-going maintenance of all sites. In addition, s/he participates and/or coordinates key internal and external meetings and strategy sessions on special projects. This may include but is not limited to: working with other city agencies on the cleanup of encampments and implementing new initiatives at targeted locations. S/he must be willing to spend a fair amount of time in the field with outreach teams and interagency partners visiting priority locations.

S/he will represent the unit at monthly encampment meetings held at the Mayor’s Office of Criminal Justice and/or City Hall. S/he will oversee a team of staff that will work as a scout team to provide intelligence for on-going locations around the City and respond to general inquiries that come into the Street Unit. S/he will attend local community board and BID meetings to collect information on key areas where clients are gathering around the City. S/he will track the attendance at similar meetings of our outreach providers to ensure communities are aware of DHS services. S/he will serve as the liaison on all 311 issues as they are related to the Street Homeless Solutions Unit.

The ADSS M-1 will be on call on a 24/7 basis for emergencies and time sensitive requests from key partners and stakeholders. S/he must also be available for assignments outside of normal business hours and will work as a part of a rotating on-call schedule.

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

Knowledge of MS office – including Word and Excel is required.

- Extensive knowledge of the fields of social services and homeless services administration.
- Familiarity with the housing first model as it pertains to street homeless individuals
- Thorough knowledge of housing placement options for homeless individuals in NYC
- Strong administrative and organizational skills; ability to analyze program performance and implement recommendations for change.

-Ability to communicate with non-profit providers, city officials, community leaders and staff from other city agencies about homeless issues.

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: 11/30/2015

Post Until: 12/14/2015

JVN: 071-2016-224251

The City of New York is an Equal Opportunity Employer.