

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: Child Wait Space Manager	Work location: 151 E 151 St BRONX, NY 10451
Division/Work Unit: Families/ PATH-Intake	Number of Positions: 1
Hours/Shift: Tues.-Sat. 4:00pm-12:00am	Agency Tracking #: 3101 POSITION:# 4700

Job Description

The NYC Department of Homeless Services seeks a qualified candidate to serve as an Administrative Director of Social Services M-I in the Family Intake' Child Wait Space 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 Wait Space operates from 8A to Midnight daily. The Child Wait Space Manager will oversee the day-to-day operations of the Child Wait Space staff. S/he will guide staff in the development, implementation, and achievement of program goals. S/he will handle administrative, operational, programmatic, and related issues affecting the management of the Child Wait Space and be an effective liaison with Resource Room staff. Candidate will ensure that the Child Wait Space staff provide quality service and comply with agency guidelines.

Additionally, the selected candidate will provide administrative direction regarding the application of administrative procedures and regulations to Family Intake and will oversee building operations and continually evaluate the operations of the programs and make appropriate policy recommendations to improve its efficiency.

The selected candidate will monitor, and maintain controls on subordinates' attendance according to agency procedures by posting appropriate data on standard forms and booking conferences in order to ensure adherence to time and leave information. S/he will meet regularly with the PATH Directors to discuss issues related to PATH and advise on issues and trends impacting programs. The Manager will foster compliance and ensure staff adherence to City and Agency policies and procedures by reviewing the applicability of rules and regulations with staff. Examples of Policies and Procedures: EEO/Time and Leave/Absence Control/Overtime Allocation/ and 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, able to work independently, with the ability to troubleshoot after hours to support Family Intake.

Preferred Skills: Minimum two years supervisory experience. Prior investigative experience in social services. Ability to work in a fast-paced, team environment. Bi-lingual (Spanish).

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: 7/8/2016	Post Until: 7/22/2016	JVN: 071-2017-246810
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The City of New York is an Equal Opportunity Employer.