

**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> Deputy Director	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Families/Deputy Commissioner for Family Programs	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 3114 <b>POSITION:#</b> 3772

**Job Description**

The NYC Department of Homeless Services seeks an Administrative Director of Social Services M1 to serve as a Deputy Director within the Families Division Unit. We are requesting to hire an Administrative Director Social Services (M1). The ADSS M1 will take the lead in providing an array of trainings, conducting workshops, facilitating feedback sessions with clients and the community, and linking clients to available resources. In addition, s/he will manage administrative, operational, and programmatic issues that affect the Clinical Services Unit. S/he will liaise with other DHS staff, government agencies, and community-based organizations to ensure that all resources are being made available to clients.

The ADSS M1 will provide direct clinical supervision to eight Social Workers. He will also facilitate a weekly Group Supervision session with the two Supervisor II Social Workers, who are new to supervising Social Workers and would benefit from the added training and support from an experienced supervisor. S/he will take over the review of RSO paperwork which the Director of the Clinical Services Unit/Administrative Director Social Services MIII is currently responsible for.

The ADSS M1 will serve as back up to the Director of the Clinical Services Unit/Administrative Director Social Services (M3) when she is out of the office. In her absence, s/he will directly supervise the two Supervisor II Social Workers and the Community Associate. S/he will also take over some of her other duties including, receiving referrals from Program Administrators and assigning the new referrals to Social Workers. S/he will accept referrals from the Social Workers for the assistance of the Community Associate, review the form and assign to her. Finally, s/he will help plan and facilitate the weekly staff meeting. Finally, we would like the candidate to be bilingual in Spanish and English and will provide coverage as needed to meet the needs of Spanish-speaking families.

**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:** 7/14/2016

**Post Until:** 7/28/2016

**JVN:** 071-2017-247483

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