

**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> Director of Clinical Services	<b>Work location:</b> 400 E. 30th Street MANHATTAN, NY 10016
<b>Division/Work Unit:</b> Adults/30th Street Assessment	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 11:00am-7:00pm	<b>Agency Tracking #:</b> 3117 <b>POSITION:#</b> 4623

**Job Description**

The NYC Department of Homeless Services seeks an Administrative Director of Social Services to serve as Director of Clinical Services within the Adults Division Unit. The Director of Clinical Services will provide crisis & clinical assessments/interventions, interview clients to determine an appropriate plan of action; participate in weekly case review; review and prepare documents for 2010 E housing packages. Coordinate with community services providers to link clients to urgent and longer term treatment services. Collaborate and interface with mental health providers to monitor engagement as well as consumers' adherence with treatment, provide telephone and in-person guidance (case conferencing) to coordination agencies and review consumer cases prior to discharge whenever possible; participate in Quality Assurance reviews as needed, escalate situations that require higher level attention and/or intervention by other service systems. Provide training to case workers as needed.

**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**

MSW is preferred.

**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.

<b>Post Date:</b> 7/15/2016	<b>Post Until:</b> 7/29/2016	<b>JVN:</b> 071-2017-247658
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**The City of New York is an Equal Opportunity Employer.**