

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Director of Social Services	<b>Level:</b> M3
<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> Occupational Therapist	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Adults/ Shelter Administration	<b>Number of Positions:</b> 3
<b>Hours/Shift:</b> Mon.-Fri. 9:00-5:00pm	<b>Agency Tracking #:</b> 3142 <b>POSITION:#</b> 4673

**Job Description**

The NYC Department of Homeless Services seeks an Administrative Director of Social Services, M1 to serve as an Occupational Therapist. The Occupational Therapist will lead occupational therapy programming at five directly run DHS shelters. Will collaborate with shelters to develop occupational therapy programs targeted at clients enabling them to obtain the skills needed to live independently. Works with recreational staff to integrate the principles of occupational therapy into recreational activities. Develops collaborative relationship with local university level occupational therapy programs in order to establish occupational therapy student training programs inside of DHS shelters; and provides oversight and guidance for any occupational therapy students as part of university collaborations. Develops occupational based interventions for individual clients based on client needs. Monitor and evaluate the effectiveness of occupational therapy programming, and remain current in occupational therapy literature and practices, especially relating to homeless individuals. Build rapport and utilize motivational interviewing strategies to support vulnerable people with moving through the stages of change and accepting an offer of housing. Respond to crisis and emergency situations and contact the appropriate authorities 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**

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.

<b>Post Date:</b> 7/20/2016	<b>Post Until:</b> 8/3/2016	<b>JVN:</b> 071-2017-248213
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**The City of New York is an Equal Opportunity Employer.**