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: Director of Programs	**Work location:** 300 Skillman Ave BROOKLYN, NY 11211
Division/Work Unit: Adults/ Barbara Kleinman Residence	**Number of Positions:** 1
Hours/Shift: Sun.-Wed. 12:00pm-8:00pm Thurs. 2:00pm-10:00pm	**Agency Tracking #:** 3143 **POSITION:# 4646**

Job Description

The NYC Department of Homeless Services seeks an Administrative Director of Social Services, M1 to serve as Director of Programs within the Adults Division Unit. Under the direction of the Director the selected candidate will serve as the Director of Programs and will provide oversight to ensure overall case management and placement services as well as operational matters when appropriate. S/he will provide technical assistance and supervision to the social services staff; ensure efficient permanent placements for housing ready clients and will interpret agency policies and procedures to ensure compliance with applicable federal and state mandates, rules and regulations; enforce and implement program guidelines, assist in the implementation of all new initiatives and strategies, as well as recommend modifications to enhance program services; and provide expertise and technical assistance in exceptional cases to ensure effective solution. S/he will also liaison with shelter staff and community based providers to facilitate client placement into alternative housing, work in conjunction with DHS Training Bureau to ensure social services staff receives adequate training, and develop and enforce staffing schedules, prepare and coordinate/participate in case conferences and meetings; make recommendations for the development of innovative techniques to enhance programs that meet client needs. In addition the selected candidate will be required to interface with DHS contracted sites and various agencies directly involved with providing care for the homeless and monitor the noncompliance of clients for Client Responsibility.

Ensure social services staff refer income based and long term shelter clients to the Housing Specialist weekly, ensure social service staff submits two housing applications each per week. Reviews 10 cases weekly and engages staff to discuss case findings, ensures social service staff refers clients to all financial entitlements for income and complying with savings, review Next Step referrals, and ensure social service follow up weekly with clients on contracts for compliance, chair weekly social service meeting to discuss client move outs, income based clients, long term shelter residents , initiatives, client incident reports and social service concerns, assign newly arrived clients in the CARES system to social service staff , ensure social service staff are providing intakes to newly arrived clients within 24 hrs, meet with clients to discuss concerns, perform work assignments in the CARES data base, and additional duties 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.

Post Date: 7/20/2016	**Post Until:** 8/3/2016	**JVN:** 071-2017-248223

The City of New York is an Equal Opportunity Employer.