

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: Operations Manager	Work location: 400 E. 30th Street MANHATTAN, NY 10016
Division/Work Unit: Adults/ 30th Street (Intake & Diversion)	Number of Positions: 1
Hours/Shift: Sun. – Thurs. 6pm – 2am	Agency Tracking #: 3175 POSITION:# 4667

Job Description

The NYC Department of Homeless Services (DHS) seeks an Administrative Director of Social Services M1 to serve as Operations Managers for the 30th Street Men’s Intake. Under the direction of the Night Director of Intake, with latitude for independent judgment, decision making, initiative and action, the Operations Manager will manage a professional staff responsible for the day to day operations of the central intake facility for single adult homeless and ensure that residents are provided with mandated services in a safe, clean and secure environment; S/he will ensure compliance with agency standards, OTDA regulations and all local laws and codes that set basic sanitation, health and environmental standards; The selected candidate will coordinate all operational needs including but not limited to bed management and facility management; ensure submission of accurate nightly census count to Vacancy Control Unit; ensure adequate staff coverage, S/he will oversee nightly bed checks to ensure that all clients are bedded appropriately and ensure that resident’s needs and comforts are met. S/he will ensure proper storage of client property in accordance with agency policy, and the distribution of meals, carfare and other required services; S/he will ensure that all operational procedures are followed and enforced and s/he will oversee the physical space to ensure cleanliness of the facility including all office space, common areas and client areas, in accordance with agency and regulatory standards; S/he will maintain required logs to ensure an accurate and complete recording of daily activities. S/he will assist with intervening and managing crisis as they relate to clients and/or staff, S/he will train and supervise staff; implement a series of strategic goals and operational plans that will effectively achieve unit goals; and evaluate the program’s performance; s/he will rate and evaluate job performance of subordinates by observation, record-keeping, performance discussions; and enforcing and implementing program guidelines.

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 and verbal skills, strong computer and analytical skills and the ability to work in a fast paced environment. Previous experience working with the homeless.

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: 8/9/2016	Post Until: 8/23/2016	JVN: 071-2017-252138
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The City of New York is an Equal Opportunity Employer.