

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

Civil Service Title: Administrative Director of Social Services	Level: M2	
Title Code No: 10056	Salary: \$58,675.00/\$63,275.00 -\$156,793.00 Frequency: ANNUAL	
Office Title: Director of Continuous Quality Improvement and Evaluation Field Team	Work location: 33 Beaver Street MANHATTAN, NY 10004	
Division/Work Unit: Policy & Planning/Continuous Quality Improvement and Evaluation Field Operations	Number of Positions: 1	
Hours/Shift: 24/7 Availability	Agency Tracking #: 2951 POSITION:# 3291	
Job Description		
<p>The NYC Department of Homeless Services seeks an Administrative Director of Social Services (M2), to serve as the Director of the Continuous Quality Improvement and Evaluation (CQI) Field Operations Unit. The selected candidate will report directly to the Assistant Commissioner for CQI and become a senior member of the CQI Executive Team. S/he will manage the Field Operations Unit which will conduct site visits to Intake Centers, contracted shelters and DHS directly run sites to perform inspections, quality assurance checks and audits to identify issues related to quality of social and human services, case management, health and safety, adherence to federal, state and city mandates, procedures and practices. The Director will ensure that the Field Teams follow up on Executive Staff requests, CQI and HomeSTAT Response Reports and will produce high level and detail reports on their findings. This position requires field work.</p>		
Qualification Requirements		
<p>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</p> <p>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.</p>		
Preferred Skills		
Bachelor's Degree or higher. Superior supervisory, communication, analytical, problem solving and writing skills. Experience producing quality assurance reports. Experience in managing field teams. Project Management and strategic planning experience a plus.		
Residency Requirement		
NYC Residency is not required.		
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: 11/17/2015	Post Until: 12/2/2015	JVN: 071-2016-222993

The City of New York is an Equal Opportunity Employer.