

**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: Intake Manager	Work location: 151 E 151 St BRONX, NY 10451
Division/Work Unit: Family Services/PATH/Family Intake	Number of Positions: 2
Hours/Shift: Tues.-Sat. 4:00pm-12:00am Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2960 POSITION:# 3181

Job Description

The NYC Department of Homeless Services seeks Administrative Directors of Social Services M2 to serve as Intake Managers in our Family Intake Unit within the Division of Family Services. Family Intake operates 24/7 as the City's intake center serving families with children seeking shelter and services. The site in the Bronx operates 24 hours per day, and new sites will open Manhattan, Brooklyn and Queens which will operate from 8AM-10PM, Monday through Saturday. The selected candidates may be placed in any of these sites. The incumbents will manage all aspects of the Unit's operations and program. They will be responsible for directly supervising a large team of staff responsible for reviewing application for who are seeking access to City-run shelters and other housing administered by DHS, as well as managing the client flow and referral process, including the prescreening and registration of applicants interviews, and the investigation process. They will monitor referrals to HRA Diversion and NoVA Units, the Medical Provider, Prevention Services Homebase, ACS and DOE. The incumbents will also monitor the placement process with the Agency's HERO Unit, ensuring that shelter placements assignments are made as necessary. They will be responsible for planning and directing extensive investigations and assessments involving possible fraudulent or improper practices. The incumbents will be responsible for maintaining records and preparing reports for the Associate Commissioner and Assistant Commissioner of Family Intake. The Intake Managers will provide supervision to issues relating to social services, facilities management, transportation, medical services, food services and security during their assigned shift. Additionally, the selected candidates will provide administrative direction regarding the application of administrative procedures and regulations to the program. The incumbents will oversee building operations and continually evaluate the operation of this program and make appropriate policy recommendations to improve its efficiency.

The candidates will monitor and maintain control on subordinates' attendance according to agency procedures by posting appropriate data on standard forms, and holding conferences in order to ensure adherence to time and leave information.

The Intake Managers will foster compliance and ensure staff adherence to City and Agency Policies and procedures by reviewing applicability of rules and regulations and policy and procedures with staff. (3181,3182)

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

Preference will be given to candidates with a Master's Degree in Social Work.

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: 11/23/2015

Post Until: 12/8/2015

JVN: 071-2016-223819

The City of New York is an Equal Opportunity Employer.