

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

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| 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: Shelter Director | Work location: 400 E. 30th Street MANHATTAN, NY 10016 |
| Division/Work Unit: Adults/Intake & Diversion | Number of Positions: 1 |
| Hours/Shift: Mon.-Fri. 8:00am-4:pm *Based on 24/7 Coverage | Agency Tracking #: 3067 POSITION:# 9005 |

Job Description

The NYC Department of Homeless Services (DHS) seeks a Director for the 30th Street Men's Intake Unit. The Director is responsible for overseeing the daily intake operations for new entrants and returnee applicants at the 30th St Men's Intake Center. The 30th Street Men's Intake Center operates 24 hours a day, 7 days a week, and serves as the single point of access for homeless single adult males seeking shelter. The selected candidate will provide leadership and guidance to maintain a safe and orderly environment, manage program capacity, ensure the efficient processing of shelter applicants, facilitate alternatives to shelter, and manage assignments into the single adult shelter system. S/he is responsible for providing technical assistance and supervision to several social service teams which consists of 1st level managers, licensed social workers, community coordinators, community associates and community assistants.

Utilizing CARES, and other report mechanisms, s/he will track and monitor the various daily statistics, including entrants, demographics, diversions, assignments and exits. S/he will develop and promote standards for quality assurance, conduct routine supervisory reviews in CARES, and review all daily statistical reports for accuracy.

S/he will ensure all applicants are referred to HRA and SUS on-site Diversion services; promote routine collaboration and communication with the diversion teams; ensure that DHS perform diversion interviews for clients when homeless diversion teams are not available, or when a viable opportunity for diversion exists; ensure diversion placements meet Agency standards for housing quality. Ensure adequate coverage; ensure adherence to agency policies and procedures, provide supervision and conduct routine staff meetings; ensure implementation of program components, achieve programmatic goals, and make recommendations for improvement.

The selected candidate will manage a professional staff responsible for determining temporary housing needs and alternatives to shelter for single adults as initially recommended by Resource Specialists. Other responsibilities include but will not be limited to: rating and evaluating job performance of subordinates by observation, record-keeping, performance discussions and use of appropriate forms to document employee level of competence; enforcing and implementing program guidelines; fostering a positive, safe and productive work environment for clients and staff; assisting in the development and implementation of administrative policies and procedures and recommend modifications that enhance program services rendered applicants; conducting screening interviews, investigating, and identifying available and alternative housing options; as well as increased coordination with sister agencies and community based organizations to achieve desired goals. S/he is responsible for responding to all emergencies at the facility and ensuring that they are resolved according to DHS' policies and procedures.

*Based on 24/7 Coverage

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 skills
- Analytical skills
- Able to work in a fast paced environment
- Previous experience working with the homeless

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: 4/29/2016

Post Until: 5/13/2016

JVN: 071-2016-239886

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