

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

Civil Service Title: Administrative Director of Social Services	Level: M3
Title Code No: 10056	Salary: \$65,107.00/\$70,213.00 -\$173,663.00 Frequency: ANNUAL
Office Title: Program Administrator	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Family Services/Deputy Commissioner for Family Programs	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm * Based on 24/7 coverage	Agency Tracking #: 2879 POSITION:# 1705

Job Description

REPOST

The Department of Homeless Services (DHS) seeks an Administrative Director of Social Services M3 to serve as the Director of Clinical Services in the Division of Family Services. Under the direction of the Deputy Commissioner for Family Services, with wide latitude for independent judgment and decision making. The Director of Clinical Services will be responsible for the training, development, and oversight of Social Service and Mental Health initiatives launched in the family with children shelter system. S/he will collaborate closely with DHS providers serving families with children in shelter. The ideal candidate will be a systems thinker with strong customer service, engagement, crisis management and clinical service delivery skills. The Director of Clinical Services will help DHS social work and mental health teams-in conjunction with shelter caseworkers and provider agency staff-develop efficient screening tools, assessments, referral mechanisms, and intervention plans based on the unique strengths and needs of each family. S/he will hire and train clinical staff, collaborate with other city agency personnel, research evidenced based models in use with homeless families across the country, and help/implement effective models for use in the NYC family with children shelter system.

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

Experience and comprehensive knowledge of the impact of homelessness, child welfare, mental health, domestic violence, substance use, poverty, limited access to supports/services, and racial issues on homeless individuals and families. Excellent oral, written, and interpersonal skills. Capable of working in a fast-paced, crisis-driven, professional environment. To multi-task, coach, consult, and work under pressure. Candidate should have strong organizational and analytical skills. Knowledge of Excel, PowerPoint and Word is essential. 10 or more years' experience in mental health, counseling or clinical social work with minimum of 5 years supervisory experience will be strongly considered. Possession of a Master of Social Work (MSW) degree including registration as a Licenses Clinical Social Worker (LCSW) or Licenses Master of Social Work (LMSW) or a Master's degree in psychology with a license, or other clinical licensure preferred. Knowledge of the mental health and educational systems, familiarity with the Family Team Conferencing model; knowledge of the impact of trauma on emotions and behavior; understanding of child and adolescent development, dual diagnoses (mental illness with complex substance abuse and/or developmental disability), experience in program evaluation, data collection and management; and willingness to travel to homeless shelters throughout NYC's five boroughs and adjacent areas.

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: 9/22/2015

Post Until: 10/7/2015

JVN: 071-2016-215679

The City of New York is an Equal Opportunity Employer.