

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

<b>Civil Service Title:</b> Administrative Director of Social Services	<b>Level:</b> M3
<b>Title Code No:</b> 10056	<b>Salary:</b> \$65,107.00/\$70,213.00 -\$173,663.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Director of Permanency Support	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Family Services/AC/Permanency Planning	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 2882 <b>POSITION:#</b> 4527

**Job Description**

The NYC Department of Homeless Services (DHS) seeks an Administrative Director of Social Services M3 to work within the Family Services Division. The Director of Permanency Support will provide oversight and management to a team of 10 (10) Permanency Specialist. This team is charged with assisting and increasing the effectiveness of DHS providers in their mandate to provide social service, education and employment opportunities, and other supports for families as they plan to exit to community settings. Permanency conferencing will be implemented as a client-centered, strengths-based approach aimed at empowering and working in partnership with clients to effectively meet their individual needs and become self-sufficient to increase the goal of housing permanency.

The Director of Permanency Support will guide staff in the development, implementation and achievement of program goals, including working with shelter providers to develop plans which may involve an array of training, conducting workshops, facilitating feedback sessions with clients and the community and linking clients to available resources.

In addition, the selected candidate will handle administrative, operational, programmatic and related issues that might affect the Permanency Specialist Team and liaise with other DHS staff; governmental agencies and community-based organizations to ensure that all resources are being made available to clients.

S/he will also continually develop, train and encourage Permanency Specialist Team to identify community housing resources in order to guide clients to permanent housing, ensuring that the team provides quality service utilizing all program tools, document client's progress appropriately and comply with agency guidelines.

Lastly, the Director of Permanency Support will provide training and support for shelter providers, troubleshoot barriers and roadblocks affecting the provision of services, clarify DHS policies and expectations as it relates to use of evidence based practices in assisting clients in achieving permanency goals, coordinate and compile resources to help enhance their self-determination and independence.

**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**

Prior supervisory experience and stakeholder/team conferencing skills; knowledge of emotional/behavioral health; mental health; parent-child relationships family dynamics; and diagnostic classification; education and employment challenges faces by 10w-income communities; macro-lens to service provision; proficiency in the use of Spanish language; strong expertise in strengths-based, solution-focused, practice; knowledge of guidelines, policies and regulations relating to child welfare, safety, permanency and well-being; knowledge and experience working with diverse cultures and ethnicities; candidates should also possess excellent written and verbal communications skills; prior experience training staff and the ability to work in a fast-

paced environment; and LMSW (License Master of Social Work), LCSW (Licensed Clinical 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:** 9/29/2015

**Post Until:** 10/13/2015

**JVN:** 071-2016-216605

**The City of New York is an Equal Opportunity Employer.**