

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

Civil Service Title: Administrative Director of Social Services	Level: M4
Title Code No: 10056	Salary: \$73,144.00/\$78,879.00-188,733.00 Frequency: ANNUAL
Office Title: Assistant Commissioner of Transitional Services	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Families/Assistant Commissioner Transitional Services	Number of Positions: 1
Hours/Shift: *Based on 24/7 Coverage	Agency Tracking #: 3181 POSITION:# 3890

Job Description

The NYC Department of Homeless Services (DHS) seeks an Administrative Director of Social Services M4 to serve as Assistant Commissioner in the Transitional Services program area within the Division of Family Services. Under the general direction of the Associate Commissioner for Transitional Services with latitude for independent judgment and initiative, the Assistant Commissioner is responsible for the oversight of six regions and of DHS directly operated shelter (2) and a portfolio of shelter facilities responsible for moving homeless families to permanency. S/he will develop and implement new initiatives to ensure compliance with moving to permanency; ensure that assigned shelters are in compliance with regulatory agency standards to the maximum extent possible, monitor timely submission, accuracy, and appropriateness of responses to regulatory agency inspection reports and follow-up on implementation of corrective actions. This candidate will ensure that appropriate and comprehensive social services are being offered to families in shelter.

The Assistant Commissioner will be responsible for oversight of all aspects of this unit and will, under the direction of the Associate Commissioner, establish operating standards, managing oversight of performance in meeting the established goals of the units. S/he will also ensure coordination with executive personnel with our sister agencies (NYCHA/HRA), our providers and within DHS to provide our families with support and resources needed for permanency. S/he will participate and provide on- going technical assistance in collaboration with ACS regarding high risk families in shelter. S/he will, under the direction of the Associate Commissioner, provide managerial oversight over DHS families in Commercial Hotels and liaison with DOE. S/he will participate in meetings with DHS' legal dept. regarding policies and procedures, and will attend census reduction and capacity meetings. S/he will attend internal meetings on behalf of the Associate Commissioner and participate in capacity calls regarding shelter vacancies and planned exits to permanent housing.

Hours/Shift: Based on 24/7 Operation.

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

N/A

Residency Requirement

New York City Residency is required for this position.

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: 8/17/2016	Post Until: 8/31/2016	JVN: 071-2017-254623
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The City of New York is an Equal Opportunity Employer.