

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

<b>Civil Service Title:</b> City Deputy Medical Director	<b>Level:</b> M4
<b>Title Code No:</b> 53046	<b>Salary:</b> \$73,144.00 -\$78,879-188,733 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Deputy Medical Director	<b>Work location:</b> 33 Beaver St, New York, NY 10004
<b>Division/Work Unit:</b> Policy & Planning/Health & Mental Health	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Based on 24/7 operation	<b>Agency Tracking #:</b> 3088 <b>POSITION#:</b> 45

**Job Description**

Reports directly to the Medical Director (MD) and assists with oversight of clinical services including but not limited to medical, mental health, and substance use services in DHS directly-operated shelters, as well as in contracted DHS shelters

- o Supervise DHS clinical and contract management staff
- o Regularly engage with the contracted providers' clinical staff to provide guidance, consultation, and performance oversight
- o Assist the Medical Director with the development and monitoring of shelter clinical procedures and assessments including:
- o Develop standardized assessments, processes, policies, and procedures for identifying health, mental health, and substance use disorders that affect client functioning
- o Ensure adherence to appropriate quality assurance standards consistent with DHS requirements
- o Participate in record reviews/audits for clinical services at shelters
- o Supervise staff conducting contract oversight/monitoring of clinical services in DHS directly-operated and contracted facilities:
- o Draft and maintain contract standards including health, mental health, and substance use assessments and services
- o Assist in the development of contract language and relevant procurement(s)
- o Direct contract managers to provide oversight on related contracts throughout DHS shelters
- o Conduct oversight of contractor performance, including development, review, and enforcement of Corrective Action Plans for noted deficiencies
- o Assess vendor staffing plans for appropriate qualifications and staffing ratios consistent with DHS contract requirements and standards
- o Assist the Medical Director with clinical liaison for DHS programs and with external agencies, including but not limited to other City agencies (e.g., HRA, DOHMH, H+H), State agencies (e.g., SDOH, SOMH, OASAS), and community health, mental health, and substance use services providers and insurers
- o Supervise the management of medical emergencies and other incidents, including review of critical events and post-incident follow-up
- o Develop and oversee prevention and intervention protocols (for both clients and staff) related to communicable diseases in the shelters and other DHS facilities
- o Serve as the medical liaison for environmental and disease outbreaks and COOP/emergency planning
- o Develop and oversee the provision of topical clinically-related health training to DHS directly-operated and contracted shelter staff including medical, mental health, substance use, wellness, and nutrition
- o Recruit DHS clinical staff and conduct vetting of key contractor clinical staff
- o Assume duties of the Medical Director in his/her absence

**Qualification Requirements**

1. Possession of a valid license to practice medicine in the State of New York plus valid Board Certification issued by the appropriate American Specialty Board in an approved medical specialty; and four years of medical practice including one year of experience in an administrative or supervisory capacity; or
2. A combination of education and/or experience equivalent to that listed in "1" above. However, all candidates must have a valid license to practice medicine in the State of New York, and one year of medical practice in an administrative or supervisory capacity.

**Preferred Skills**

- o Possession of a valid license to practice medicine in New York State
- o Valid board certification in psychiatry, internal medicine, family practice, or public health and general preventative medicine
- o Documented completion of ACGME-accredited residency in psychiatry, internal medicine, family practice, or preventative medicine

o Not less than four years of management/supervisory experience in health, mental health, substance use, and/or social services provider setting

### **Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

### **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:** 6/21/2016

**Post Until:** Until Filled

**JVN:** 071-2016-243644

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