

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

Civil Service Title: Supervisor I (Social Services)	Level: N/A
Title Code No: 52311	Salary: \$46,273.00/\$53,214 -\$74,187.00 Frequency: ANNUAL
Office Title: Supervisor I (Social Services)	Work location: 400 E. 30th Street MANHATTAN, NY 10016
Division/Work Unit: Adults/30 th Street (Bellevue Men's)	Number of Positions: 1
Hours/Shift: Fri.-Tues. 8:00am-4:00pm	Agency Tracking #: 2912 POSITION#: 1335

Job Description

The NYC Department of Homeless Services seeks a qualified individual to serve as a Supervisor I (Social Services) at the 30th Street Men's Shelter within Adult Services. The selected individual will be responsible for providing technical assistance and supervision to the social services staff. S/he will supervise staff in the maintenance of case records ensuring that case records ensuring that case records provide the prerequisite informing regarding Client Independent Living Plans; will review weekly statistical/narrative reports; evaluate staff in the performance of duties; coordinate and participate in case conferences; and will develop and enforce staffing schedules, ensuring that adequate coverage is maintained at all times. S/he will also be required interface with DHS contracted sites and various City agencies in partnership in assisting our clients into independent living.

Qualification Requirements

A baccalaureate degree from an accredited college and one year of full-time satisfactory social casework experience.

Preferred Skills

N/A

Residency Requirement

New York City residency is not 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 the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 10/15/2015

Post Until: 10/29/15

JVN: 071-2016-219086

The City of New York is an Equal Opportunity Employer.