

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

<b>Civil Service Title:</b> Supervisor I (Social Services)	<b>Level:</b> N/A
<b>Title Code No:</b> 52311	<b>Salary:</b> \$46,273.00/\$53,214 -\$74,187.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Supervisor	<b>Work location:</b> 400 E. 30th Street MANHATTAN, NY 10016
<b>Division/Work Unit:</b> Adults/30 <sup>th</sup> Street (Bellevue Men's)	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Sun.-Thurs 8:00am-4:00pm	<b>Agency Tracking #:</b> 2924 <b>POSITION#:</b> 875

**Job Description**

The NYC Department of Homeless Services (DHS) seeks a qualified individual to serve as a Supervisor I (Social Services) at the Barbara Kleiman Residence within the Adults Services Division. The selected candidate 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 provide the prerequisite information 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**

Excellent verbal and written communications skills; excellent interpersonal skills; database knowledge of social services programs such as CARES or SPSS a plus.

**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:** 10/19/2015

**Post Until:** 11/2/15

**JVN:** 071-2016-219477

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