

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

Civil Service Title: Supervisor II (Social Services)	Level: N/A
Title Code No: 52312	Salary: \$54,347.00/\$62,499.00 -\$82,455.00 Frequency: ANNUAL
Office Title: Director of Social Services	Work location: 681 Clarkson Ave BROOKLYN, NY 11203
Division/Work Unit: Adults/Kingsboro	Number of Positions: 1
Hours/Shift: Sun.-Thurs. 10:00am-6:00pm	Agency Tracking #: 2938 POSITION#: 3242

Job Description

The NYC Department of Homeless Services (DHS) seeks a qualified Supervisor II (SS) to serve as the Director of Social Services at the Kingsboro Star Men's Shelter within the Adult Services Division. The selected candidate will provide supervision and technical assistance to the social services staff. Responsibilities will include, but not be limited to; being the liaison with shelter staff and community-based providers to facilitate client placement into alternative housing, refer staff to the DHS Training Bureau to ensure social service staff, receive adequate and ongoing training; develop and monitor staffing schedules; prepare and review monthly reports on program activities and staff operations; coordinate/participate in case conferences and internal/external meetings. S/he will make recommendations for the development of innovative strategies/techniques to enhance programs that meet client needs. In addition, the selected candidate will be required to collaborate with DHS contracted sites and various agencies directly involved with providing services for the homeless. S/he will also, monitor non-compliant clients and utilize Client Responsibility procedures when needed and submit Client Responsibility cases for review and sanction, when applicable.

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 communication skills; excellent interpersonal skills; database knowledge of social services programs such as CARES.

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: 11/6/2015

Post Until: 11/23/2015

JVN: 071-2016-221896

The City of New York is an Equal Opportunity Employer.