

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

<b>Civil Service Title:</b> Supervisor II (Social Work)	<b>Level:</b> N/A
<b>Title Code No:</b> 52613	<b>Salary:</b> \$61,850.00/\$71128.00 - \$84,929.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Resource Room Worker	<b>Work location:</b> 151 E 151 St BRONX, NY 10451
<b>Division/Work Unit:</b> Family Services/Path/Intake	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Sun. - Thurs. 12AM - 8AM	<b>Agency Tracking #:</b> 3230 <b>POSITION#:</b> 3642

**Job Description**

The NYC Department of Homeless Services (DHS) seeks one (1) Resource Room Worker (SUP II SW) to work at its Prevention Assistance and Temporary Housing (PATH) Intake office within the Division of Family Services. Under the direction of the Director of the Resource Room, the Sup II will directly supervise a team of rotating undergraduate and graduate student Social Work Interns to assist with the handling of public and client inquiries on the PATH Helpline. S/he will ensure that the Interns provide individualized crisis counseling and support services for callers, and creates goal-specific service plans to help families remain stably housed in the community, independent of the shelter system. These service plans may include benefits and job counseling, housing searches, family mediation, child care, and referrals to free legal services and HomeBase Providers. The Sup II will also be responsible for recruiting, hiring, training and supervising student interns during all aspects of client engagements, case conferences, service plan development. S/he will also collaborate with other units, participate in workgroups tasked with streamlining intake processes, report on findings, track outcomes, make recommendations on improving service delivery outcomes. In addition, the selected candidate will handle special ad hoc projects related to family intake.

**Qualification Requirements**

1. A Master's Degree in Social Work from an accredited school of social work and two years of full-time satisfactory experience practicing social work utilizing one, or a combination of, casework, group work and community organization methodologies, at least one year of which must have been in a supervisory capacity.
2. Certification/License Requirements: A valid Certified Social Worker (CSW) certificate or Licensed Master of Social Work license (LMSW) issued by the New York State Department of Education must be obtained within one year of the date of appointment. Employees who fail to obtain their CSW or LMSW within one year after appointment will automatically have their probationary period extended for no more than six months. Failure to obtain the CSW or LMSW by the end of 18 months of service will result in dismissal.
3. Special Note: Section 424-a of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities has been the subject of a child abuse and maltreatment report. The agency has the discretion to assign a candidate who has been the subject of a child abuse and maltreatment report to a position with no child-care responsibilities.

**Preferred Skills**

Degree from an accredited school of Social Work, MSW. Excellent communication skills. Social Service background, 3 + years of supervision experience. Combined experience in casework, group work, community organization methodology. Skilled in rapid assessment, short term crisis intervention. Creative, flexible and able to work in a fast paced environment

**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 2 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 the [NYC Careers website](#).

Most public libraries have computers available for use.

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

**Post Date:** 10/21/2016

**Post Until:** 11/4/2016

**JVN:** 071-2017- 268695

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