# City of New York
## DEPT. OF HOMELESS SERVICES
### Job Posting Notice

<table>
<thead>
<tr>
<th>Civil Service Title:</th>
<th>ASST SUPERINTENDT WELF SHELT (</th>
<th>Level:</th>
<th>00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Code No:</td>
<td>52275</td>
<td>Salary:</td>
<td>$58,381.00/$58,381.00-$67,138.00</td>
</tr>
<tr>
<td>Title Classification:</td>
<td>Competitive</td>
<td>Frequency:</td>
<td>ANNUAL</td>
</tr>
<tr>
<td>Business Title:</td>
<td>SHIFT SUPERVISOR</td>
<td>CPS:</td>
<td>071-19-0736</td>
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<tr>
<td>Work Location:</td>
<td>1322 Bedford Avenue, Bklyn.</td>
<td>RC:</td>
<td>7140</td>
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<tr>
<td>Division/Work Unit:</td>
<td>DHS Adult Services</td>
<td>Number of Positions:</td>
<td>1</td>
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<tr>
<td>Job ID:</td>
<td>375744</td>
<td>Hours/Shift:</td>
<td>4 pm 12 am Friday - Tuesday</td>
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### Job Description

The Shelter Operations Unit provides an array of services for homeless Single Adults and Adult Families (families with no minor children). The unit is responsible for managing and operating Single Adult and Adult Family Shelters; in collaboration with non-for-profit agencies. The Unit oversees the daily provision of services to approximately 14,000 Single Adults and 2,000 Adult Families. They ensure that services to the City's most vulnerable population are delivered 24 hours a day, seven days a week, 365 days a year and throughout the five boroughs. The Department of Homeless Services is recruiting for one (1) Assistant Superintendent of Welfare Shelters (ASWS) to function as Shift Supervisors who will:

- Assume responsibility for the provision of mandated services to homeless residents.
- Prepare work schedules and delegate assignments to support staff.
- Train support staff to properly conduct their assignments.
- Meet regularly with staff to discuss their assignments and inform them of policies and procedures.
- Review reports and recommend procedural changes as required to improve upon the delivery of services.
- Supervise time and leave, as well as routine overtime.
- Serve as the Certified Fire Safety Coordinator for the shelter ensuring that the facility is in compliance with all fire code regulations at all times.
- Work closely with the security site managers and their designees to oversee the activities of security personnel.
- Routinely tour the facility noting irregularities and supervising all corrective measures initiated to abate identified problems. Serve as the liaison to the Agency's Facility Maintenance Division to ensure that adequate health and safety standards are maintained.

### Minimum Qualification Requirements

1. A four year high school diploma or its educational equivalent and five years of full-time satisfactory experience in any of the following:
   (a) Management of a hotel, large lodging house, home for the aged, nursing home, or other institution providing congregate care; or
   (b) As a commissioned or non-commissioned officer in command of a military or paramilitary unit, or as a supervising law enforcement specialist concerned with the overall analysis of security problems; or
   (c) Supervision of an organizational segment of at least five individuals engaged in providing direct social services to a disadvantaged client population; or
2. A combination of education and experience equivalent to 1” above. A baccalaureate degree from an accredited college may be accepted as equivalent to two years of experience. A Masters Degree in Social Work from an accredited school of social work may be accepted as equivalent of an additional year of experience. Casework experience in a Welfare Shelter or comparable institution may be substituted on a year-for-year basis up to a maximum of four years. However, all candidates must have a four year high school diploma or its educational equivalent, and at least one year of supervisory experience in one or more of the areas listed in 1” above.
**Preferred Skills**
Excellent organizational skills. Strong written and oral communication skills. Strict attention to detail. Excellent knowledge of computer applications, i.e. Microsoft Word and Excel.

**Additional Information**
**LOAN FORGIVENESS** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DSS/HRA/DHS qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the programs other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate in your cover letter that you would like to be considered for the position under the 55-a Program.

**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**
APPLICANTS MUST BE PERMANENT IN THE ASSISTANT SUPERINTENDENT OF WELFARE SHelters CIVIL SERVICE TITLE OR BE PERMANENT IN A COMPARABLE ASSISTANT TITLE ELIGIBLE FOR 6.1.9 TITLE CHANGE. IF YOU ARE HIRED PROVISIONALLY IN THIS TITLE, YOU MUST TAKE AND PASS THE CIVIL SERVICE EXAM, WHEN IT BECOMES AVAILABLE, TO BE ELIGIBLE FOR CONTINUED EMPLOYMENT.

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers. Most public libraries have computers available for use. No phone calls, faxes, e-mails and personal inquiries permitted.

**Recruitment Contact**
Posting Date: 02/25/2019 | Post Until: 06/13/2019

The City of New York is an Equal Opportunity Employer