

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

<b>Civil Service Title:</b> Administrative Director of Social Services	<b>Level:</b> M2
<b>Title Code No:</b> 10056	<b>Salary:</b> \$60,435.00/\$65,173.00-161,497.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Director	<b>Work location:</b> 430 East 30 Street, New York NY
<b>Division/Work Unit:</b> Adults/30th Street (Bellevue Men's)	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon. - Fri. 8AM - 4PM * Based on 24/7 Coverage	<b>Agency Tracking #:</b> 3252 <b>POSITION:#</b> 883

**Job Description**

The NYC Department of Homeless Services seeks an Administrative Director of Social Services M2 to serve as a Director within the Adults Division Unit. Under the direction of Program Administrator, with wide latitude for independent thinking, provides leadership and oversight of programs, including the development, delivery, management, evaluation, and reporting of services and programming for a 476 bed general shelter. This is a senior management-level position involved in the establishment of criteria, formulation and assessment of programs and projects, and initiatives. The Program Director will provide program development, support, direction and supervision on the Enhanced Programming Initiative for shelter residents; develop outcome indicators and maintain performance data in multiple databases; and guide program-level strategic planning initiatives as they relate to service delivery and rehousing efforts. The Program Director will develop a strong team culture and a high level of professionalism among a large team of staff; Ensures a shelter living environment that promotes safety, dignity and respect; implements policy and protocol to provide positive shelter experience regardless of race/ethnicity, language, sexual orientation or gender identity, mental/physical abilities, religious affiliation or other social/cultural barriers. Shares emergency on-call responsibilities with other Directors. Participates in weekly staff meetings and regular supervision with Program Administrator and other Directors. Completes all necessary record keeping, including monthly reports, statistics, and client outcomes.

The ideal candidate will possess the ability to juggle the competing demands of long term goals and a crisis-driven shelter environment, the ability to work with a diverse staff and client having a variety of skill levels, and work frequently with oversight bodies that conduct routine and non-routine monitoring.

Additional essential duties and responsibilities include:

Oversees the provision of social services; provides direction and support to ensure programmatic goals and objectives are achieved, including the development, monitoring and successful execution and independent living plans.

\*;Participate in weekly case conferences with social services staff to promote best practices and address barriers and challenges.

\*;Oversees program operations and compiles and submits reports and other documentation and deliverables on service delivery and client outcomes.

\*;Oversees hiring, orientation, training, supervision, evaluation, and dismissal of program staff in accordance with Agency policies and procedures. Ensures staff is informed, their activities are well coordinated, and they have the necessary resources to carry out their work.

\*;Responsible for developing and implementing new programs and initiatives.

\*;Functions as a liaison between the Agency, community and governmental organizations; collaborates with other programs, divisions, and outside entities, as appropriate. Assists in organizational and community training and outreach efforts. Manage external relationships with community groups and the local Community Board to address community concerns and promote good relations.

\*;Participates in agency-wide and community meetings and projects.

\* BASED ON 24/7 COVERAGE

### Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four (4) years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one (1) year of experience at the administrative or management level as described in "1" above.

### Preferred Skills

Extensive Social Services background and knowledge about homeless policy and related program operations. Experience working with homeless individuals and/or families. Working familiarity with DHS policies and procedures. Exceptional oral and written communication skills in order to effectively convey the agency vision to staff, partners and the public, and a demonstrated ability to achieve desired outcomes.

### 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 NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

**Post Date:** 11/1/2016

**Post Until:** 11/18/2016

**JVN:** 071-2017-270126

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