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

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| **Civil Service Title:** Social Worker | **Level:** N/A |
| **Title Code No:** 52613 | **Salary:** $$54,967.00 -$61,000.00<br>**Frequency: ANNUAL** |
| **Office Title:** Social Worker | **Work location:** 151 E 151 St<br>BRONX, NY 10451 |
| **Division/Work Unit:** Family Services/ PATH/Family Intake | **Number of Positions:** 10 |
| **Hours/Shift:** Sun. – Thurs. 11AM – 7PM, Sun. – Thurs. 12PM – 8PM, Tues. – Sat. 11AM – 7PM,<br>Tues. – Sat. 12PM – 8PM | **Agency Tracking #:** 3253 **POSITION#: 4708** |

## Job Description

***REPOST***

The NYC Department of Homeless Services (DHS) is recruiting ten (10) Social Workers to perform fieldwork Citywide for the Resource Room Field Team in the PATH Family Intake Unit within the Division of Family Services.

Family Intake operates 24/7 as the City's intake center serving families with children seeking shelter and services. Through crisis counseling, mediation, referral services, benefits advocacy, and collaborative service planning, the Social Worker will help families retain and return to stable housing in the community.

Toward the goal of stabilizing families in the community, the Social Worker will engage applicants and their primary tenants that present at Family Intake with a possible housing option.

During the first day of applying for services Social Workers will meet with identified Primary Tenant and the applicant in the homes to discuss with families.

Mediation services
Feasibility of alternate housing options
Any recommended referrals for ancillary services.

Accompany Fraud Investigators conducting eligibility investigations to assess
health and safety conditions in primary tenants homes
Facilitate financial assistance when applicable through HRA colleagues
Ensure HomeBase referrals are pursued by each family that remains in community
Encourage all families to begin to immediately identify strengths, obstacles, goals, and action steps necessary to achieve housing permanence, with the end goal of helping families return to stable housing in the community as quickly as possible. (4708,4709,4710,4711,4712,4713,4714,4715,4716,4717)

## Qualification Requirements

1. A Master's Degree in Social Work from an accredited school of social work.
Certification/License Requirements
For those who receive certification before September 1, 2004: A valid Certified Social Worker (CSW) certificate issued by the New York State Department of Education is required.
For those who receive certification after September 1, 2004: A valid Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) must be obtained within one year of the date of appointment. Employees who fail to obtain their LCSW or LMSW within one year after appointment will automatically have their probationary periods extended for no more than six months. Failure to obtain the LCSW or LMSW by the end of 18 months of service will result in dismissal.

## Preferred Skills

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, (within 1 year of appointment, become licensed)

•Deep knowledge of and expertise in crisis counseling, rapid assessment, mediation, and community-based homelessness prevention services, and

•Strong expertise in strengths-based and solution-focused support to families with children.

•Computer Literacy is required.

**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.

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| **Post Date:** 11/1/2016 | **Post Until:** Until Filled | **JVN:** 071-2016-270232 |

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