

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Supervisor III (Social Services)</u>	Salary:	<u>\$61,850 - \$91,678* \$71,128- \$91,678**</u>
Title Code:	<u>52313</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Supervisor III (Social Services)</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Long Term Care/Elderly Crime Victims Resource Center</u>		

Job Description:

Under direction, with wide latitude for independent action and decision making, provide supervision to social workers, interns, support staff and volunteers who provide direct services to victims of elder abuse and crime. A goal of the unit is to identify more clients who are victims of crime so they can be assisted as DFTA has expanded the capacity of our community Elder Abuse Programs to serve victims of elder abuse. Assign cases, review case closings and accompany staff/interns on home visit when needed. Ensure that the Office of Victim Services (OVS) Time/Activity sheets for each staff is completed accurately each month.

- Schedule case review sessions with each staff every two weeks or as needed. Make recommendations on cases and follow up with staff if case notes, assessments and care plans are not being completed and followed up on a timely basis. Collaborate with the DFTA Elder Abuse Coordinator about cases that will be presented at the Multi-disciplinary team (MDT) meetings, assign staff and or attend these weekly team meetings.
- Provide direct services to a small case load of clients, assist staff with making first calls and follow up on cases when needed.
- Work with our community partners and supervise staff to do the same in an effort to promote public awareness of crime victim services through participation in educational activities including community presentations, attendance at community meetings, team meeting, work with NYPD/Safe Horizon and other sources to be able to increase the number of crime victims referrals received by the unit.
- Work with our IT Unit to modify and/or to enhance our elder abuse/crime victim data base. Review data reports. Prepare and complete monthly and quarterly reports and submit them to OVS. When OVS audits are scheduled, review case files with staff to insure client files are up to date and accurate.
- Participate in special projects and initiatives.

***Non-City rate.**

****City incumbent rate.**

Minimum Qualifications:

A baccalaureate degree from an accredited college and three years of full-time satisfactory experience in social casework, at least two years of which must have been in a supervisory capacity.

Preferred Skills:

- Extensive knowledge and experience in Elder Abuse/Crime Victim services preferred.
- Excellent oral and written communications skills and capacity to work both independently and as part of a team.
- Excellent organizational skills, ability to take initiative, problem solve, prioritize duties and work independently in a fast paced and team environment.
- Master's degree or higher in related field, have a SIFI to supervise MSW students.
- Proficient in Microsoft office.
- Candidates should want to make an impact in improving services for seniors in NYC who are victims of elder abuse/crime victims.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #267001

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#267001

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: October 13, 2016	Post Until: Filled	JVN No. 125-17-12 CW
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