



## CITYWIDE JOB VACANCY NOTICE

The New York City Administration for Children's Services protects New York City's children from abuse and neglect. Along with our community partners, Children's Services provides neighborhood-based services to help ensure children grow up in safe, permanent homes with strong families.

**CIVIL SERVICE TITLE:** Administrative Director of Social Services

**LEVEL:** M-2

**TITLE CODE NO:** 10056

**SALARY RANGE:** \$54,740 - \$146,276

**NON-CITY MINIMUM:** \$54,740

**CITY MINIMUM\*:** \$59,032

**FUNCTIONAL TITLE:** Senior Health Policy Advisor

**NUMBER OF POSITIONS:** 1

**DIVISION/WORK UNIT:** Policy, Planning and Measurement/ Program Innovation & Planning

**WORK LOCATION:** 150 William Street, Manhattan

\* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

### JOB DESCRIPTION:

The Health Policy Advisor will be responsible for analyzing, coordinating and driving ACS health policy through the upcoming implementation of the state's Medicaid redesign effort and to address future health policy matters affecting children and families served by the Agency and its provider community. The focus of this work will be on how to best serve our children and their families, meet their health care needs, and provide quality care and proper access to needed services.

The position will report to the Assistant Commissioner for Program Innovation & Planning within DPPM. The Health Policy Advisor will proactively manage ACS's agenda to ensure that the agency's direction with respect to health policy leads to positive outcomes for ACS and the children, families, and communities it serves. Duties will include but not be limited to:

- Closely monitoring Medicaid Redesign Team (MRT) initiatives and other key health policy matters, providing routine updates to ACS management on the nature and the implications of these matters for the agency;
- Collaborating closely with ACS's medical director, mental health clinical teams, policy and planning teams, and program staff and leadership to identify challenges and propose solutions related to health policy and associated funding;
- Planning ACS's strategic direction and implement key initiatives around MRT and other future health policy matters;
- Facilitating collaboration between ACS and its diverse stakeholder communities around health policy matters;
- Identifying strategic options and develop responses/plans that outline specific initiatives to undertake and priorities for action; and
- Advancing ACS's health care agenda/priorities through strategic collaboration with other City- and State-level service systems and key institutions (including but not limited to the NYC Department of Health and Mental Hygiene, the NYS Office of Children and Family Services, and the NYS Office of Mental Health).

### PREFERRED SKILLS:

The preferred candidate should possess: Strong background and working knowledge of Medicaid and health policy issues relevant to ACS and its provider community; experience managing teams and collaborating with a wide variety of stakeholders; the ability to work in a fast-paced environment while managing multiple projects; strong analytic, communication and interpersonal skills; and a commitment to cultivating a collegial workplace.

### QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and four 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 year of experience at the administrative or management level as described in "1" above.

### ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

*To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:*

**CITY EMPLOYEES:** Apply through Employee Self Serve (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID #: **176616**

**ALL OTHER APPLICANTS:** Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: **176616**

*Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.*

*Submission of application is not a guarantee that you will receive an interview.*

**POST DATE:** 12 / 2 / 14

**POST UNTIL:** 12 / 16 / 14

**JOB OPENING:** 176616

*Note: All resumes must be received no later than the last day of the posting period.*

Bill de Blasio  
Mayor

Gladys Carrión, Esq.  
Commissioner

*The City of New York and the Administration for Children's Services are Equal Opportunity Employers Committed to Diversity*