

NYC Office of the Deputy Mayor for Health and Human Services

Position: Senior Advisor, Human Services Policy
Job Number: 15447
Location: New York, New York

ORGANIZATIONAL PROFILE

The Office of the Deputy Mayor for Health and Human Services expands access to social services for all, supports and advances the health of New Yorkers where they live, learn, work, play, and pray; advances New York City's efforts to coordinate transformation across the City's public healthcare system with vital healthcare provider partners, and ensures agencies that oversee the City's most vulnerable populations, including children in foster care and families living in homeless shelters, receiving food assistance, or supported by job training programs are run compassionately, equitably and effectively. With a portfolio that amounts to approximately \$24 billion, the Office of the Deputy Mayor for Health and Human Services has an unprecedented opportunity to build a team focused on implementing bold efforts within and across nine City agencies and Mayor's Offices, with the knowledge that incremental strategies will inhibit the potential for impact.

ABOUT THE ROLE

A Senior Advisor's portfolio will encompass projects, initiatives, and/or policy proposals that represent critical policy areas within the Office and advance the goals of the following City agencies: Administration for Children's Services, Department of Homeless Services, Human Resources Administration, Center for Innovation Through Data Intelligence, and Mayor's Office to Combat Domestic Violence. Key projects may focus on recent City investments in human services, including a \$66 million commitment for a comprehensive [homeless services plan](#), focused on prevention, rehousing, street homelessness, and improved shelter services; an \$100+ million investment in child welfare, including a state of the art Workforce Institute providing professional development for frontline staff and a nationally recognized juvenile justice model; IDNYC, the largest municipal identification program in the country which supported 730,000 New Yorkers in its first full year of operation; a \$78+ million investment in the Human Resources Administration for technology to streamline operations, including key investments to transform the client benefits process; supporting targeted, vulnerable populations around issues such as food access and SNAP/WIC benefits; and other high priority initiatives that address the multivariate effects of poverty and inequity.

The Senior Advisor may also engage and coordinate across health agencies within the portfolio: Department of Health and Mental Hygiene, NYC Health + Hospitals, Office of the Chief Medical Examiner, and Office of Food Policy.

JOB RESPONSIBILITIES

Working in the NYC Mayor's Office at City Hall under the direction of the Deputy Mayor and Chief of Staff, the Senior Advisor will focus on:

- **Analysis and Advice** – A Senior Advisor will perform qualitative and quantitative assessments of human services policy proposals, including budget review, and make recommendations and presentations to the Mayor, Deputy Mayor, Chief of Staff, and other senior officials within the Mayor's Office.

- Project Management – A Senior Advisor, in coordination with appropriate City agencies and other governmental entities, will oversee human services policy projects during the planning and approval phases in order to ensure that appropriate goals and timelines are met.
- External Stakeholder Communication – A Senior Advisor will act as a liaison to major nonprofits, foundations, and advocacy groups, elected officials, and other City, state, and national organizations on behalf of the Office of the Mayor and the Office of the Deputy Mayor.
- Agency Liaison – A Senior Advisor will serve as the primary liaison between agencies within his/her portfolio and the Office of the Deputy Mayor, to monitor projects, day-to-day issues, and long-term planning.
- Interagency Oversight and Coordination – A Senior Advisor will coordinate with relevant agencies, boards, commissions, organizations, and institutions to pursue initiatives, meet project goals and timelines, review agency and interagency work products, coordinate communications and outreach strategies, and ensure positive and efficient relationships between all stakeholders.
- Negotiations – A Senior Advisor, in coordination with appropriate agencies, will assist in negotiations with private entities and public sector partners to ensure the appropriate fulfillment of the City’s interests, priorities and policy objectives, as well as the timely completion of projects and processes.
- Hiring and Appointments – A Senior Advisor will be responsible for assisting the Deputy Mayor and Chief of Staff with oversight of structural or organizational issues facing agencies within his/her portfolio, as well as advising on key hiring or appointments.
- Personnel Management: A Senior Advisor may provide project-based or managerial support to team members in the Office of the Deputy Mayor of Health and Human Services, as assigned.

PREFERRED SKILLS/QUALIFICATIONS:

- A master’s degree in social work, public administration, public policy, business, law or related fields, and 7+ years of related work experience; or
A bachelor’s degree from an accredited college, and 10+ years of related experience
- A comprehensive understanding of New York City’s government agencies and/or social services entities
- An understanding of the City’s community-based organizations a plus
- Excellent communication, writing, research, analytical and organizational skills, with ability to rapidly problem solve and pay close attention to detail
- Ability to complete work independently with broadly defined work objectives and limited review of overall results
- Demonstrated commitment to social service and equity
- Ability to interface with executive level management and deliver senior level presentations
- Enthusiasm for working in a fast-paced, collaborative, and dynamic team culture
- Previous personnel management experience a plus

SALARY: Commensurate with experience

TO APPLY: Please submit a resume, cover letter and three (3) references to: [Candidate Application](#).

New York City Residency is Required Within 90 Days of Appointment
The City of New York and The Office of The Mayor are Equal Opportunity Employers