

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

|  |  |
|--|--|
| <b>Civil Service Title:</b> Associate Fraud Investigator | <b>Level:</b> 1  |
| <b>Title Code No:</b> 31118                              | <b>Salary:</b> \$54,347.00/ \$62,499.00- \$82,455.00<br><b>Frequency:</b> ANNUAL |
| <b>Office Title:</b> Associate Fraud Investigator        | <b>Work location:</b> 151 E 151<br>BRONX, NY 10451                               |
| <b>Division/Work Unit:</b> Families/PATH-Intake          | <b>Number of Positions:</b> 1  |
| <b>Hours/Shift:</b> Sunday – Thursday, 4 PM – 12 AM      | <b>Agency Tracking #:</b> 3108 <b>POSITION#:</b> 2315                            |

**Job Description**

The NYC Department of Homeless Services seeks one Associate Fraud Investigator Level I to work in our 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. The selected candidates supervise a team of subordinate staff in the intake, shelter placement, investigations and eligibility determination process. S/he also uses CARES, Q-Matic, WMS and other tools to handle applicant interviews, completes investigations of applications for temporary housing assistance (THA), and assesses and verifies information and documents relevant to the investigation. Moreover, team leaders evaluate child welfare, domestic violence, medical, and other issues for further action and investigation including referrals to social service agencies and community-based organizations. Team leaders prepare case summaries and written determinations in connection with applications for THA and prepare appointment notices, and 4002 notices of action for service. S/he also may also supervise case distribution and the appointments desk. In addition, team leaders liaise with the HERO unit to facilitate shelter placements, and collaborate with the PATH Legal Unit and Resource Room social workers in all aspects of handling ineligible applicants. S/he may also arrange client transportation services; prepare funds disbursements, routine reports and handle special projects upon request.

**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time experience, acquired within the United States in one or a combination of the following: performing investigations involving criminal and/or fraudulent activities; evaluating credit histories; searching for assets; and/or researching, compiling and/or locating evidence or information in order to build a case or uncover activities of criminal, corrupt, unlawful or unethical nature involving public or private funds, one year of which shall have been in a supervisory or administrative capacity; or
2. An associate degree or 60 semester credits from an accredited college, including or supplemented by 12 semester credits from an accredited United States college in criminal justice, forensic science, police science, criminology, criminal justice administration and planning, and/or law or related field and three years of satisfactory, full-time experience as described in "1" above, one year of which shall have been in a supervisory or administrative capacity; or
3. A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience as described in "1" above, one year of which shall have been in a supervisory or administrative capacity; or
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must have a four-year high school diploma or its educational equivalent and have one year of supervisory or administrative experience in the areas described in "1" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits, from an accredited college, including or supplemented by 6 semester credits in the areas described in "2" above for one year of experience.

**Preferred Skills**

Minimum two years supervisory experience. Prior investigative experience in social services. Ability to work in a fast-paced, team environment. Bi-lingual (Spanish).

**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 two 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 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:** 7/12/2016

**Post Until:** 7/26/2016

**JVN:** 071-2017-247152

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