

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

<b>Civil Service Title:</b> Associate Fraud Investigator	<b>Level:</b> 2
<b>Title Code No:</b> 31113	<b>Salary:</b> \$58,584.00/\$67,372.00 -\$84,282.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Senior Team Leader	<b>Work location:</b> 151 E 151 St MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Adults/ AFIC	<b>Number of Positions:</b> 4
<b>Hours/Shift:</b> Sun.-Thur. 4:00pm-12:00am/12:00am-8:00am Tues-Sat 4:00pm-12:00am/12:00am-8:00am	<b>Agency Tracking #:</b> 2854 <b>POSITION#:</b> 3187

**Job Description**

The NYC Department of Homeless Services seeks four Associate Fraud Investigators Level II 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 site in the Bronx operates 24 hours per day, and new sites will open in Manhattan, Brooklyn and Queens which will operate from 8A-10PM, Monday through Friday. The selected candidates will be placed in any of these sites. They will serve as Senior Team Leaders supervising a shift of investigators and social service employees engaged in evaluating and interviewing families applying for THA. They will be responsible for investigating fraudulent activity, ensuring compliance with federal, state and city regulations, and issuing orders and instructions to implement policy. They will additionally supervise intake operations, eligibility, and shelter placement activities, which includes ensuring that all families receive appropriate social services, medical, and NYC grants as applicable. They will make referrals to sister agencies, such as HRA, ACS, Doe, and the medical provider, as required. Lastly, they will hire, train and evaluate staff, prepare reports and summaries, handle critical daily activities, and complete special projects as requested. The Senior Leader is in charge of the absence of a Manager. (3187,3188,3189,3190)

PERMANENT INCUMBENTS ONLY

**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization 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 a 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**

Excellent written and verbal communication skills and the ability to manage multiple projects simultaneously and to meet deadlines as 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

No phone calls, faxes, emails and personal inquiries permitted.

**Post Date:** 8/24/2015

**Post Until:** 9/8/2015

**JVN:** 071-2016-209251

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