

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

Civil Service Title: Community Assistant	Level: N/A
Title Code No: 56056	Salary: \$29,391.00/\$33,800.00 -\$38,131.00 Frequency: ANNUAL
Office Title: Community Assistant	Work location: 400 E. 30th Street MANHATTAN, NY 10016
Division/Work Unit: Adults/30 th Street (Bellevue Men's)	Number of Positions: 2
Hours/Shift: Thurs.-Mon. 4:00pm-12:00am RDO Tues. & Wed. Fri.-Tues. 4:00pm-12:00am RDO Wed. & Fri.	Agency Tracking #: 2932 POSITION#: 714

Job Description

The NYC Department of Homeless Services (DHS) seeks two Community Assistants for the 30th Street (Bellevue Men's) Shelter within the Adult Services Division. Under the direction of the Assistant Superintendent of Welfare, the Community Assistant will perform general housekeeping duties to maintain agency and regulatory standards for health and sanitation, and will perform other routine tasks as it relates to the provision of client services. To maintain sanitary conditions, the selected candidate will clean restrooms, dorms, laundry rooms, common areas, outside perimeters, office space and other work areas, including the kitchen and cafeteria; remove and dispose litter and garbage; distribute and replenish toiletries and distribute and exchange linen. Other tasks may include, load and unload deliveries, stock supplies, maintain inventory records; transport household supplies, equipment and client lockers, distribute client mail, remove and store client belongings, organize the serving areas and participate in food service; provide client escort service, assist in monitoring client program activities, monitor client crowd control, and performs other job related duties as required. (714,9015)

Qualification Requirements

1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.
2. Candidates must be able to understand and be understood in English.

Preferred Skills

N/A

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.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

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

Post Date: 10/26/2015

Post Until: 11/9/2015

JVN: 071-2016-220237

The City of New York is an Equal Opportunity Employer.