

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

<b>Civil Service Title:</b> Community Assistant	<b>Level:</b> N/A
<b>Title Code No:</b> 56056	<b>Salary:</b> \$29,391.00/\$33,800.00 -\$38,131.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Community Assistant	<b>Work location:</b> 175-10 88th Ave QUEENS, NY 11432
<b>Division/Work Unit:</b> Families/Jamaica Family	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Tues.-Sat. 8:00am-4:00pm	<b>Agency Tracking #:</b> 3032 <b>POSITION#:</b> 1721

**Job Description**

The NYC Department of Homeless Services (DHS) sees a Community Assistant at Jamaica within the Division of Family Services. The selected candidate will perform routine maintenance of intuitional property, by disposing of trash/garbage/bagging soiled linen/emptying waste baskets, in order to preserve property/promote safety/sanitation; maintains cleanliness of assigned areas, including offices, by buffing/stripping/cleaning/sweeping/mopping/dusting/washing/polishing/walls/floors/furniture/lavatories, client rooms, and refrigerator in order in order to provide residents with safe/sanitary environment; prepares food for heating and maintain kitchen and eating areas. Serves food while ensuring sanitary guidelines are met. Sets up dining up dining and other areas, by arranging and moving tables/chairs/collecting trays and refuse in order to prepare area for client meals; issues daily bedding and other supplies to residents by surveying individual needs following standard procedures for distribution, in order to ensure residents comfort and needs are met; and physically maintains outside premises by sweeping/removing hazards/raking leaves/pulling overgrown weeds/shoveling snow and deicing as appropriate.

**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:** 3/29/2016

**Post Until:** 4/12/2016

**JVN:** 071-2016-236894

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