

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

Civil Service Title: Community Associate	Level: N/A
Title Code No: 56057	Salary: \$34,644.00/\$39,841.00-\$57,655.00 Frequency: ANNUAL
Office Title: Community Associate	Work location: 175-10 88th Ave QUEENS, NY 11432
Division/Work Unit: Family Services/Jamaica Family	Number of Positions: 1
Hours/Shift: Mon.-Fri. 8:00am-4:00pm	Agency Tracking #: 2918 POSITION#: 1469

Job Description

The NYC Department of Homeless Services (DHS) Division of Family Services seeks a qualified candidate to serve as a Community Associate at our Jamaica Family Residence. The selected candidate will receive and distribute mail to our clients; will ensure proper maintenance of shared office equipment including, but not limited to printers, copiers and scanners; will prepare, review and distribute data, lists, forms and reports to appropriate personnel as directed and will create, retrieve, maintain filing system including archiving files.

Qualification Requirements

1. High School graduation or equivalent and three years of experience in community work or community centered activities in an area related to the duties described above;
2. Education and/or experience which is equivalent to "1"

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: 10/16/2015

Post Until: 10/30/2015

JVN: 071-2016-219195

The City of New York is an Equal Opportunity Employer.