

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: 400 E. 30th Street MANHATTAN, NY 10016
Division/Work Unit: Adults/30 th Street-PASS	Number of Positions: 1
Hours/Shift: Sun.-Thurs. 4:00pm-12:00am RDO Fri/Sat.	Agency Tracking #: 2922 POSITION#: 917

Job Description

The NYC Department of Homeless Services seeks a Community Associate to serve at the 30th Street Assessment Shelter within the Adults Services division. S/he will be responsible for: providing coverage in the Assessment CARES Office by screening clients in CARES to determine their official shelter and completing the required forms. S/he will also manage, maintain a professional filing system and archive documents as needed; distribute documents to the caseworkers; create intake folders; pull, file and distribute charts; manage and issue supplies to the Social Services Unit; prepare folders for transfer to other sites and 33 Beaver Street. Manage sub-impres, disburse funds and obtain receipt and other documentations; reconcile balances and maintain adequate cash on hand; keep the required records in order to ensure ready availability of authorized funds. Update and copy forms for Social Services unit and perform other clerical duties as needed.

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

Proficiency in MS Word, Excel, and Outlook strongly preferred. Knowledge of WMS (Welfare Mgmt System) a plus. Excellent written, oral communication and organizational skills. Excellent interpersonal skills. Ability to handle multiple tasks simultaneously a plus.

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: 10/19/2015	Post Until: 11/2/2015	JVN: 071-2016-219403
------------------------------	------------------------------	-----------------------------

The City of New York is an Equal Opportunity Employer.