

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

<b>Civil Service Title:</b> Community Associate	<b>Level:</b> N/A
<b>Title Code No:</b> 56057	<b>Salary:</b> \$34,644.00/\$39,841.00-\$57,655.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Intake Worker	<b>Work location:</b> 681 Clarkson Ave BROOKLYN, NY 11203
<b>Division/Work Unit:</b> Adults/Kingsboro	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Sun.-Thurs. 8:00am-4:00pm	<b>Agency Tracking #:</b> 2940 <b>POSITION#:</b> 3248

**Job Description**

The NYC Department of Homeless Services (NYC) seeks a Community Associate to function as an Intake Worker at the Kingsboro Star Men's Shelter within the Adult Services Division. The selected candidate will be responsible for screening new and returning clients for shelter services by operating CARES and AFIS databases, performing data entry, searches and retrieval, obtaining client identification, determining shelter history, returning clients to official shelters. S/he will also check records for accuracy of information and for conformity with established unit protocols; scan and index documents into CARES, prepare travel assistance requests for clients diverted to viable housing options; prepare manifests for client transports, update bed assignments and exit/placement records, maintain pre-curfew and curfew logs; prepare client expense requests for carfare issuance, escort for diversion placements when needed; ensure case records are compiled, reconciled and filed as per unit standards, and searching of files difficult to locate; and assist in preparing and arranging and organizing Reception area for services and activities. In addition, s/he will document client engagements in CARES. The selected candidate will also be required to maintain telephone coverage by answering phone calls in a timely manner and providing accurate information to callers

**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**

The worker should be able to relate well with others, be flexible in responding to supervisor's requests for priority tasks, have good communications skills, be attentive to details, take pride in his/her work, have an overall courteous and helpful telephone manner, ability to perform computer operations, to be a team player and a self-starter.

**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.

<b>Post Date:</b> 11/6/2015	<b>Post Until:</b> 11/23/2015	<b>JVN:</b> 071-2016-221939
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**The City of New York is an Equal Opportunity Employer.**