

**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> Community Associate	<b>Work location:</b> 151 E 151 St BRONX, NY 10451
<b>Division/Work Unit:</b> Family Services/PATH/Intake	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Sun.-Thurs. 12:00am-8:00am	<b>Agency Tracking #:</b> 3061 <b>POSITION#:</b> 1445

**Job Description**

The NYC Department of Homeless Services seeks a Community Associate to work in its Prevention Assistance and Temporary Housing (PATH) Intake Office within the Division of Family Services. Under supervision, the selected candidate will be part of a team responsible for providing direct client services at client registration and throughout the intake and placement process. Responsibilities include answering calls from clients on the Helpline, using the on-line CARES and Q-Matic systems to register applicants for temporary housing assistance, interviewing families, issuing social service referrals, conveying shelter placement information and facilitating transportation to shelter. S/he will also collect, analyze and evaluate on-site and statistical data from various sources, communicate the results to supervisors; coordinate, draft and develop monthly, quarterly and annual administrative statistical and narrative indicator reports on shelter placements; process schedules and reports, and coordinate and prepare case files and documents. In addition, the selected candidate will be responsible for reporting issues impacting the unit's daily operations; handle client inquiries; coordinate the transfer of case records, forms, and referrals, and provide other support functions, as assigned by the supervisor.

**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**

Bi-lingual (Spanish); Excellent customer service skills. Ability to work in a fast-paced environment. Two years prior experience in social services.

**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:** 4/28/2016

**Post Until:** 5/12/2016

**JVN:** 071-2016-239782

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