

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: 400-430 East 30 th Street MANHATTAN, NY 10016
Division/Work Unit: Adults Services/AFIC	Number of Positions: 1
Hours/Shift: Fri.-Tues 4:00pm-12:00am	Agency Tracking #: 3090 POSITION#: 666

Job Description

The NYC Department of Homeless Services (DHS) seeks a Community Associate. The selected candidate under general supervision and with latitude for independent judgment will be responsible for performing work in any phase of program services in the Adult Family intake Center (AFIC). Responsibilities will include, but not necessary be limited to: providing community services to applicants applying for Temporary Housing Assistance (THA); performing liaison functions with site-based programs and units in order to facilitate cooperation and coordination related to THA and/or referrals; preparing daily reports by utilizing information obtained from THA in order to provide shelter placements, as well as completing assignment and activity sheets. S/he will further: coordinate and prepare case files to be submitted for Fair Hearing determination; monitor, track, and report to the unit group supervisor all impacting issues, thus ensuring that all request or concerns are resolved; and be responsible for communicating clearly and effectively with the public and staff. Additionally, the incumbent will be in charged with performing difficult and responsible clerical actions.

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: 6/30/2016

Post Until: 7/15/2016

JVN: 071-2016-245239

The City of New York is an Equal Opportunity Employer.