

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 St./Intake & Vacancy Control	Number of Positions: 2
Hours/Shift: Mon.-Fri. 8m-4pm Tues.-Sat. 4pm-12am	Agency Tracking #: 3159 POSITION#: 4617

Job Description

The NYC Department of Homeless Services (DHS) seeks 2 Community Associates in the Adult Services Division. The Community Associates will assist with the provision of administrative support, relative to the needs of the social services department and daily shelter operations. Manage and maintain a professional filing system and archives; distribute documents to the caseworkers; create 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. Prepare reports and track outcomes related to client engagement, job placements and housing placements. Assist with the management of sub-imprest funds, which may include providing assistance with of disbursement of carfare, and other client-related monetary needs, collecting required signatures, receipts and other documentation. Update, reproduce, and disseminate forms and relevant documentation, perform other administrative duties as needed. (4617,4618)

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: 7/29/2016

Post Until: 8/12/2016

JVN: 071-17-249852

The City of New York is an Equal Opportunity Employer.