

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

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$48,895.00/\$56,229.00 -\$75,900.00 Frequency: ANNUAL
Office Title: Aftercare Specialist	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Adults/Shelter Operations	Number of Positions: 4
Hours/Shift: *(2) Mon-Fri. 9:00am-5:00pm * (2) Mon.-Fri. 10:00am-6:00pm	Agency Tracking #: 2883 POSITION#: 3171

Job Description

REPOST

The NYC Department of Homeless Services (DHS) seeks 4 Aftercare Specialists within the Adult Services division. Their primary responsibility will be to provide direct support to single adults and adult families who exit the shelter system through various rental subsidy programs including Living In Communities (LINC). This will include calling and visiting clients who have moved out of the shelter system and offering a variety of supports including: intervening with the landlord to help resolve issues as appropriate, working with the Human Resources Administration (HRA) and other City agencies to ensure a smooth transition to permanent housing, and helping to connect individuals and adult families to community based organizations, supportive networks and appropriate social services, including mental health and substance use services, as appropriate. The Aftercare Specialists may also be asked to help work with clients placed at commercial hotels towards the goal of attaining permanent housing and perform administrative duties related to rental subsidy programs-- including data entry; maintaining records of each participant's case; calling brokers/landlords in the community to identify available housing resources; and providing general administrative and clerical support. (3171,3172,3173,3174)

*As an emergency shelter provider, we look for flexibility in our staff as we are obligated to meet client's needs and maintain optimal operations 24/7; this may require flexibility in working varied shifts.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

Excellent written, verbal, interpersonal and computer skills required; the ability to manage multiple tasks simultaneously is also required.

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 NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Post Date: 9/30/2015	Post Until: 10/14/2015	JVN: 071-2016-216729

The City of New York is an Equal Opportunity Employer.