

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

<b>Civil Service Title:</b> Community Coordinator	<b>Level:</b> N/A
<b>Title Code No:</b> 56058	<b>Salary:</b> \$48,895.00/\$56,229.00 -\$75,900.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Permanency Specialists	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Family Services/AC Permanency Planning	<b>Number of Positions:</b> 10
<b>Hours/Shift:</b> Mon.-Fri. 10:00am-6:00pm	<b>Agency Tracking #:</b> 2884 <b>POSITION#:</b> 4528

**Job Description**

The NYC Department of Homeless Services, Division of Family Services seeks 10 Community Coordinators to serve as Permanency Specialists in the Permanency Support Unit. The primary function of the Permanency Specialists is to provide families in shelter with multifaceted, on-site assistance to ensure that they achieve and remain stable in permanent housing. Permanency Specialists will use their own interpersonal and time management skills to effectively serve a large number of families in temporary shelter with varying needs. Candidates will have a strong working knowledge of the various New York City agencies, nonprofit partners, and diverse challenges that low-income families face. Under general supervision and with wide latitude for independent action, the Permanency Specialists' duties will include but not be limited to the following: work closely with families identified upon entry into shelter as needing additional support to ensure exit and stability in permanent housing, including short and long-term interventions i.e. education, employment, aftercare; facilitate team decision-making meetings with various stakeholders, including family members and friends and shelter staff to plan for permanency in the community; work closely with providers, including housing specialists, case workers and social workers to expedite housing permanency; provide training and support for shelter providers; build and facilitate relationships between the Permanency Support Unit, other DHS units, sister agencies, and external partners and CBOs that can support families' needs; report regularly to Director concerning the progress of each family on assigned caseload and make recommendations to Director to move individual families towards permanency; and document and assess client needs and progress. (4528,4529,4530,4531,4532,4533,4534,4535,4536,4537)

**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 verbal, interpersonal and communication skills; ability to manage multiple cases simultaneously and achieve desired and planned outcomes; ability to be flexible and prioritize; knowledge in one of the following fields: employment, social services, education, benefits, mental health; demonstrated skills working with low-income families and the ability to work in a culturally relevant and respectful manner; Spanish language proficiency a plus; and Master's Degree is preferred.

**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:** 10/1/2015

**Post Until:** 10/16/2015

**JVN:** 071-2016-216930

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