

**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> Hot Team Housing 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> 9
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 2888 <b>POSITION#:</b> 3272

**Job Description**

The NYC Department of Homeless Services (DHS) seeks (9) nine Housing Specialists (Community Coordinators) as part of the Housing Specialist Hot Team to work within the Division of Family Services.

Under the direction of the Director of Permanency Support, and a Housing Specialist Team Manager (M1), Housing Specialist will coordinate with the Division of Family Services and Shelter Providers to expedite and support shelters that have very few exits. Highly-skilled Housing Specialists will have three primary functions: securing housing for families in shelters without Housing Specials; securing housing for families that are difficult to place due to behavioral challenges or special needs; and providing monthly training with shelter-based housing specialists to build capacity of shelter staff in dealing with difficult placements.

Under general supervision and with latitude for independent action, Housing Specialists will function in the following capacity: connect difficult to house families to permanent, appropriate housing; be available to travel to shelters daily, five days a week, eight hours a day; depending on circumstances, this may require assignment to a single shelter for a period of time, or the ability to work multiple shelters and families daily; work from a strengths-based perspective to identify the best housing option for each family and proactively connect families and Permanency specialists to identify internal DHS or external resource to support permanency; assist existing shelter staff and housing specialists to build their technical and relational skills through informal interactions/modeling and training; connect families and shelters back to other DHS units and the HRA Mobile Diversion Unit to facilitate the furtherance of any process that pertains to the Agency; and use clear, culturally competent and respectful relational skills to assist staff and families. (3272,3273,3274,3275,3276,3277,3278,3279,3280)

**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**

Deep knowledge of and expertise in NYC Shelters and forms of rental assistance and subsidized housing available to families with children; strong expertise in strengths-based, solution-focused, support to shelter staff and families; knowledge and experience working with diverse cultures and ethnicities; candidates should also possess excellent written and verbal communications skills; and proficiency in the use of the Spanish language.

**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:** 10/5/2015

**Post Until:** 10/20/2015

**JVN:** 071-2016-217484

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