

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: Permanency Specialist	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Adults/Shelter Administration	Number of Positions: 5
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2906 POSITION#: 4548

Job Description

The NYC Department of Homeless Services (DHS) seeks 5 Community Coordinators to serve as Permanency Specialist within the Shelter Operations Unit. The primary function of the Permanency Specialists is to provide single adults and adults families in shelter with multi-faceted, 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 clients in temporary shelter with varying needs. Candidates will have a strong working knowledge of the various NYC agencies, non-profit partners, and diverse challenges that low-income individuals 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 single adults and adult 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 works 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 community based organizations that can support single adults and adult families' needs.
- Report regularly to Director concerning the progress of each family on assigned caseload and make recommendations to Director to move individuals towards permanency.
- Document and assess client needs and progress.

In addition, the Permanency Specialists' Team will report regularly to Division Leadership concerning the progress of each family on assigned caseload and make recommendations to Division Leadership concerning planning activities; complete written assessments of their clients' progress ensuring that reports are documented clearly and in a timely fashion and that their clients' are exposed to all of the services available to them. (4548-4552)

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

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 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: 10/9/2015

Post Until: 10/26/2015

JVN: 071-2016-218501

The City of New York is an Equal Opportunity Employer.