

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: Housing Specialist	Work location: 175-10 88th Ave QUEENS, NY 11432
Division/Work Unit: Family Services/Jamaica Family	Number of Positions: 1
Hours/Shift: Mon.-Fri. 8:00am-4:00pm RDO Saturday and Sunday	Agency Tracking #: 2917 POSITION#: 1753

Job Description

The NYC Department of Homeless Services seeks a Community Coordinator to serve as a Housing Specialist within the Division of Family Services. The selected candidate will search for affordable housing in the boroughs or outer states that meet the client needs (ie; st floor, handicapped accessible/rooming house/NYNYIII/Specialize housing to meet the client mental illness, substance abuse special housing programs single mothers, LINC program, senior citizen etc.). The Housing Specialist will utilize internet and cold calling as well as going into the field to search for housing.

Responsibilities also include: maintaining a portfolio of all housing initiatives and the criteria needed for each initiative. The task of compiling packages for submission for special housing (NYCHA (Sec 8), Broker applications, HASA, NYNYIII), assist clients on housing interviews, housing inspections and host housing fairs. In addition, the Housing Specialist will canvas and maintain a network of brokers/landlords and housing developments. The Housing Specialist will be responsible for entering housing case notes in CARES daily. The housing meetings hosted by the Director will require the attendance of the Housing Specialist.

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: 10/16/2015

Post Until: 10/30/2015

JVN: 071-2016-219187

The City of New York is an Equal Opportunity Employer.