

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: Criminal Justice Liaison	Work location: 501 New Lots Ave BROOKLYN, NY 11207
Division/Work Unit: Adults/Linden Men's Shelter	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2928 POSITION#: 4509

Job Description

The NYC Department of Homeless Services (DHS) seeks a Community Coordinator to serve as a Criminal Justice Liaison. The selected candidate will serve as a Criminal Justice Liaison and will be responsible for maintaining DHS partnerships with the criminal justice system; work to ensure that discharge planning efforts for people leaving jail and prison have been completed with the goal of preventing homelessness; and serve as the Agency's liaison on sex offenders, by working with our partner agencies, and shelter staff to organize various trainings, disseminate information and best practices for working with this population, and coordinate relationships between shelter and partner agency staff. S/he will also work with designated shelter staff to ensure that these clients have submitted the most current information to our partnership agencies, and ensure that the client demographics are consistent between DHS and the partnership agencies. The selected candidate will also be required to utilize data feeds, information received from the DHS Security Department, and other sources of information to monitor and track sex offenders within the system, and ensure that they are in compliance with registration requirements. In addition, s/he will produce weekly reports detailing the current sex offender population, their location within our system, risk level, and other needed demographic information; and work with other departments within DHS to produce adhoc reports, or provide information as requested in a time sensitive manner.

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: 10/21/2015

Post Until: 11/4/2015

JVN: 071-2016-219841

The City of New York is an Equal Opportunity Employer.