

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: 681 Clarkson Ave BROOKLYN, NY 11203
Division/Work Unit: Adults/Kingsboro	Number of Positions: 1
Hours/Shift: Sat.-Wed. 8:00am-4:00pm	Agency Tracking #: 2939 POSITION#: 3243

Job Description

The NYC Department of Homeless Services (DHS) seeks a Community Coordinator to serve as a Housing Specialist at the Kingsboro Star Men's Shelter within the Adult Services Division. The selected candidate will provide for the provision of housing placement services to shelter residents in accordance with regulatory mandates and agency standards. S/he will be responsible for ensuring that a continuum of care exists within the program components. The selected candidate will be responsible for managing a caseload of housing ready clients through the CARES database, and assisting the clients with securing independent housing. The Housing Specialist will complete General Population (Gen Pop) and 2010E housing applications for submission to DHS Placement Unit. S/he will develop and maintain relationships with brokers and realtors to find suitable housing options for clients, which will include renting rooms, roommate situations, apartments and Supportive Housing. S/he will also accompany clients to meet with landlords, brokers, agents, and to Supportive Housing Interviews to assist in navigating the rental process. S/he will also be responsible for the (aftercare) of all clients placed into independent living for a period of 30-90 days. Also, the Housing Specialist will utilize Client Responsibility for housing ready clients who do not comply with their housing tasks in their Independent Living Plan (ILP).

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 written, verbal and communication skills; excellent computer skills. Knowledge of HRA 2000/2010E Housing Application process, EXCEL and CARES a plus.

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: 11/6/2015	Post Until: 11/23/2015	JVN: 071-2016-221922
-----------------------------	-------------------------------	-----------------------------

The City of New York is an Equal Opportunity Employer.