

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: Continuous Quality Improvement Field Team Associate	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Policy & Planning/Continuous Quality Improvement and Evaluation Field Operations	Number of Positions: 6
Hours/Shift: Some work on the weekends, evenings, late night, and early morning and on holidays.	Agency Tracking #: 2953 POSITION#: 3294

Job Description

The NYC Department of Homeless Services seeks to hire six (6) Community Coordinators for the Continuous Quality Improvement and Evaluation (CQI) Field Operations Unit. The Field Operations Unit which will conduct site visits to Intake/Assessment Centers, contracted and sub-contracted shelters, safe-havens and hotels, Not for Profit Organizations and DHS directly run sites, to perform inspections, quality assurance checks and audits to identify issues related to social and human services, case management, health and safety, adherence to federal, state and city mandates, procedures and practices. The Field Team Associates will follow up on Executive Staff requests, CQI and HomeSTAT Response Reports and will produce detail reports on their findings. The Teams will also use methods of 'scouting' to ensure quality assurance. All positions require field work. (3294,3295,3296,3297,3298,3299)

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

Experience in human and social services. Experience working with the homeless. Experience completing field work.

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: 11/17/2015

Post Until: 12/2/2015

JVN: 071-2016-222996

The City of New York is an Equal Opportunity Employer.