

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Community Coordinator	<b>Level:</b> N/A
<b>Title Code No:</b> 56058	<b>Salary:</b> \$48,895.00/\$56,229.00 -\$75,900.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Certified Housing Coordinator	<b>Work location:</b> 400 E. 30th Street MANHATTAN, NY 10016
<b>Division/Work Unit:</b> Adults/Intake and Diversion	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Tues.-Sat. 10:00am-6:00pm	<b>Agency Tracking #:</b> 2955 <b>POSITION#:</b> 3261

**Job Description**

The NYC Department of Homeless Services (DHS) seeks 1 Community Coordinator to serve as a Certified Housing Coordinator at the 30th Street Intake and Diversion Unit within the Adult Services Division. The selected candidate will identify community based alternatives to shelter such as apartments, rooms, and other housing options available in accordance with agency standards. The selected candidate will be responsible for managing a portfolio of available housing and work directly with new shelter applicants with viewing and securing permanent placement. The selected candidate will document all client engagement through the CARES database, and assist the clients with securing independent housing by identifying all appropriate housing paths. S/he will conduct site visits to ensure housing is within the agency's standards; develop and maintain relationships with brokers and realtors to secure suitable room rentals and apartments; and accompany clients to housing interviews, and to meetings with landlords, brokers, agents, as necessary. Once clients are placed, s/he will conduct follow-up contact with clients that have been diverted to ensure client is not at risk of returning for shelter services.

**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**

Licensed broker; experience working in a realty office with current contacts of landlords and brokers. Knowledgeable on community areas that have available housing for those with housing subsidies. Excellent written, verbal and communication skills; excellent computer skills. Knowledge of 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:** 11/18/2015

**Post Until:** 12/3/2015

**JVN:** 071-2016-223150

**The City of New York is an Equal Opportunity Employer.**