

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: Operations Coordinator	Work location: 400 E. 30th Street MANHATTAN, NY 10016
Division/Work Unit: Adults/Intake and Diversion	Number of Positions: 2
Hours/Shift: Sun.-Thurs. 4:00pm-12:00am Tues. -Sat. 4:00pm-12:00am	Agency Tracking #: 2956 POSITION#: 3262

Job Description

The NYC Department of Homeless Services (DHS) seeks 2 Community Coordinators to serve as an Operations Coordinators for the 30th Street Men's Intake Center Intake and Diversion Unit. The selected candidates will complete nightly bed checks for the Diversion Unit. They will complete all CARES assignments to the unit or assign to assessment. They will meet with clients regularly and assist them to permanent placement/diversions. They will complete case notes on all client interaction. They will complete daily and weekly reports as requested by Unit. They will administer the curfew violation policy with all Diversion clients to ensure the clients are working toward permanent placement/diversion. They will perform other client related services as needed. (3262,3263)

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: 11/18/2015

Post Until: 12/3/2015

JVN: 071-2016-223117

The City of New York is an Equal Opportunity Employer.