

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: Community Coordinator	Work location: 151 E 151 St BRONX, NY 10451
Division/Work Unit: Family Services/PATH/Family Intake	Number of Positions: 1
Hours/Shift: Tues.-Sat. 2:00pm-10:00pm	Agency Tracking #: 2965 POSITION#: 3186

Job Description

The NYC Department of Homeless Services (DHS) seeks one Community Coordinator to work in our Family Intake Unit within the Division of Family Services. Family Intake operates 24/7 as the City's intake center serving families with children seeking shelter and services. The site in the Bronx operates 24 hours per day, and new sites will open in Manhattan, Brooklyn and Queens which will operate from 8AM-10PM, Monday through Saturday. The selected candidate may be placed in any of these sites. Toward the goal of ensuring services in the community are coordinated in a timely and efficient manner for those with potentially resolvable leased housing issues, the incumbent will provide follow-up to ensure services are in place for those families and coordinate services accordingly. S/he will review Social Worker summary daily to identify families presenting at Family Intake with potentially resolvable leased housing issues. S/he will conduct telephone outreach to those families residing in the community and those conditionally placed in shelter. The incumbent will review with the families the leased housing issues that led to their presentation at Family Intake. In collaboration with other city agencies and community-based non-profits (including, but not limited to HRA, HomeBase, ACS, and NYPD). The Community Coordinator will review the community services in place and any services or assistance for which the family is pending eligibility. S/he will work with the families to develop actionable service plans to help ensure all appropriate services are identified and explored and that the families are sufficiently assisted to meet various appointment and documentation requirements to meet eligibility criteria as appropriate. S/he will apprise all necessary parties in a timely manner of progress made to resolve housing issues such that families can retain or return to stable housing in the community as quickly as possible. The selected candidate may also be required to assist the PATH Directors/Managers with special projects.

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 communication and organizational skills. Proficient in Microsoft Office Suite. Able to work independently in a fast-paced social services environment. NYS Driver's License, Bi-lingual skills

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: 11/24/2015

Post Until: 12/9/2015

JVN: 071-2016-223947

The City of New York is an Equal Opportunity Employer.