

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: 400 E. 30th Street MANHATTAN, NY 10016
Division/Work Unit: Adults Services/30 th Street (Re-Diversion)	Number of Positions: 1
Hours/Shift: Thurs.-Mon. 4:00pm-12:00am	Agency Tracking#: 3034 POSITION#: 4011

Job Description

The NYC Department of Homeless Services seeks a Community Coordinator to serve as a Community Coordinator at the 30th Street Men's shelter within the Division of Adults Services. S/he will be responsible for providing coverage in Access Control by screening clients in CARES, produce daily Excel reports to monitor shelter census; coordinate services among various intra-agency departments and external providers to ensure appropriate placements; inform and educate clients on DHS Shelter policies and procedures; coordinate client bedding process with vacancy control for intake/diversion, general population and assessment clients and document all case management activities in the CARES system.

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 the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 3/29/2016	Post Until: 4/12/2016	JVN: 071-16-236927
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The City of New York is an Equal Opportunity Employer.