

**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> Compliance Analysts	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Families/Assistant Commissioner Transitional Services	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 3112 <b>POSITION#:</b> 3867

**Job Description**

\*\*\*REPOST\*\*\*

The Department of Homeless Services (DHS) seeks 1 Community Coordinator to serve as Compliance Analysts for the Transitional Services Unit within the Division of Family Services. Reporting directly to the Program Administrator, the Compliance Analyst will work closely with the agency's Legal Division to coordinate case reviews including obtaining and organizing case records, analyzing the case files, and making the initial determination as to the completeness of the file. The Compliance Analysts will conduct weekly calls to providers to monitor compliance status of cases at shelter; request additional information/documentation to schedule pre-transfer conferences; utilize CARES, a system-wide case management system, to monitor client activities and outcomes related to compliance and accepting/maintaining suitable housing, as well as CRTs work lists to monitor families pending actions from providers and Central Office staff. Additionally, the Compliance Analyst will work with the Office of Client Resources (OCR) to rectify cash issues; input and manage the Next Step Tracking database; prepare weekly status reports; and, make recommendations for transfer. The Compliance Analyst may be required to go on field visits to attain materials related to obtaining and organizing case records; attend case conferences; monitor client attendance to public assistance appointments; and, communicate with internal staff on all aspects of the client responsibility and compliance process post implementation.

**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:** 7/14/2016

**Post Until:** 7/28/2016

**JVN:** 071-17-247463

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