

**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> Mental Health Coordinator	<b>Work location:</b> 400 E. 30th Street MANHATTAN, NY 10016
<b>Division/Work Unit:</b> Adults/30th Street Assessment	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Tues.-Sat. 9:00am-5:00pm	<b>Agency Tracking #:</b> 3116 <b>POSITION#:</b> 4624

**Job Description**

The NYC Department of Homeless Services seeks a Community Coordinator to serve as a Mental Health Coordinator within the Adults Division Unit. Working in collaboration with Social Services and Operations staff, the Mental Health Coordinator will guide clients through the assessment process, and engage clients into treatment planning and clinical supports to address mental health needs. S/he will provide psycho-education, mental health counseling and support groups and will also initiate referrals to community based mental health treatment services. S/he will conduct monthly special events focusing on mental and emotional health to facilitate positive social participation and positive mental health. Coordinate special outreach efforts to engage individuals identified as needing mental health support through observation, interactions and screening assessments. Initiate follow up with identified individuals to ensure they are connected to necessary resources and support. Facilitate on site individual mental health counseling services in a community based setting and work with individuals to increase emotional well-being. Provide crisis intervention, participate in weekly case review. Gather supporting documentation for housing packages, including client bio-psychosocial. This position requires the ability to problem solve, prioritize and effectively manage time in a fast paced working environment. Work with the Directors in gathering and analyzing data for reporting. Perform other tasks consistent with job description as assigned by the Supervisor.

**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:** 7/15/2016

**Post Until:** 7/29/2016

**JVN:** 071-2017-247648

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