

**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> CASAC Specialist	<b>Work location:</b> 400 E. 30th Street MANHATTAN, NY 10016
<b>Division/Work Unit:</b> Adults/ 30th Street (Bellevue Men's)	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Tues.-Sat. 1:00pm-9:00pm	<b>Agency Tracking #:</b> 3121 <b>POSITION#:</b> 4606

**Job Description**

The NYC Department of Homeless Services seeks a Community Coordinator to serve as a CASAC Specialist within the Adults Division Unit. The CASAC Specialists provide alcohol and substance abuse counseling services to clients which will include; Screening; Comprehensive diagnostic assessments, 1:1 patient-centered counseling using motivational interviewing techniques, to facilitate harm reduction, readiness for behavior change and recovery, and relapse prevention. Develops and manages substance abuse counseling groups, develops relationships with a wide range of community substance abuse treatment providers and programs, e.g., AA, NA, ALANON and other rehabilitative groups, including residential treatment programs as referral resources; refer clients to outside agencies and treatment programs, when indicated, and facilitate client engagement in treatment programs, directly accompanying clients, monitoring attendance as needed. Work with clients to integrate substance abuse treatment as they transition to housing in the community; documenting all clinical work (individual and/or group) into CARES in a timely and accurate manner. Critical previous experience includes working with homeless, under-served populations with histories of trauma and medical illness; experience and familiarity with motivational interviewing and behavior change techniques, other modalities including opiate maintenance, individual and group counseling, and facilitation of community treatment resources.

**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:** 071-2017-247737

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

