

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: Job Developer	Work location: 400 E. 30th Street MANHATTAN, NY 10016
Division/Work Unit: Adults/30th Street (Bellevue Men's)	Number of Positions: 2
Hours/Shift: Mon.-Fri. 9:00am-5:00pm Mon.-Fri. 11:00am-7:00pm	Agency Tracking #: 3126 POSITION#: 4607

Job Description

The NYC Department of Homeless Services seeks 2 Community Coordinators to serve as Job Developer within the Adults Division Unit. The Job Developer will assist clients in becoming job ready by providing job placement services; identify employers with current or potential job openings and set up interviews for program participants; maintain a diverse job bank, conduct professional development workshops, resume writing, public speaking, mock interviews, employment counseling and pre and post-employment activities; acts as the liaison among employers, clients and relevant stakeholders; documents, consistently and accurately, in real time, all client and employer contact, activities and outcomes into computerized case management system; screens and matches participants with employment opportunities based on their skills, work experience, hobbies and interests. Attention to detail; skilled in documenting, tracking and providing progress reports in accordance to performance metrics and outcomes. (4607,4608)

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: 7/18/2016

Post Until: 8/1/2016

JVN: 071-2017-247885

The City of New York is an Equal Opportunity Employer.