

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 Retention Specialist	Work location: 400 E. 30th Street MANHATTAN, NY 10016
Division/Work Unit: Adults/ 30th Street PASS	Number of Positions: 1
Hours/Shift: Mon.-Fri. 10:00am-6:00pm	Agency Tracking #: 3128 POSITION#: 4609

Job Description

The NYC Department of Homeless Services seeks a Community Coordinator to serve as the Job Retention Specialist within the Adults Division Unit. The Job Retention Specialist will provide support services to clients placed in employment; act as a liaison between the client and the employer as necessary to solve problems, improve performance and address any other issues related to the client's employment; develop relationships with employers in the community to be able to provide meaningful training and employment opportunities for clients; provide employment retention assistance to individuals with job-seeking challenges due to disability, mental health impairment, addiction or other hiring disadvantages; document all client and employer contact into CARES.

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: 071-2017-247923

The City of New York is an Equal Opportunity Employer.