

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: Peer Coordinator	Work location: 39 Auburn Pl BROOKLYN, NY 11205
Division/Work Unit: Adults/Auburn Family	Number of Positions: 2
Hours/Shift: Sun. (10:00am-6:00pm) Mon.-Thurs.(3:00pm-11:00pm) and Tues. - Sat. 3:00pm-11:00pm	Agency Tracking #: 3141 POSITION#: 4671

Job Description

The NYC Department of Homeless Services seeks 2 Community Coordinators to serve as Peer Coordinators within the Adults Division Unit. The Peer Coordinators will facilitate and participate in peer support groups and raise participant awareness of existing services, pathways to recovery and help them to remove barriers that exist for access to services and supportive housing. They will establish and maintain appropriate staff/clients boundaries and direct clients to the appropriate staff or department in order to address their needs. They will provide guidance and information to clients around the daily activity schedule, House Rules, CARF, Client Code of Conduct and Good Neighbor Policy. They will monitor client behavior to ensure compliance with House Rules, CARF, Client Code of Conduct and Good Neighbor Policy. They will accompany and escort clients to appointments, build rapport and utilize motivational interviewing strategies to support vulnerable people with moving through the stages of change and accepting an offer of housing. They will monitor clients during meal times and all other activities taking place within the facility. They will provide guidance to clients in proper upkeep of living quarters, personal hygiene and grooming, attendance at meals, medication adherence, and participation in group activities. They will also participate in and collaborate to develop a group schedule and curriculum for the clients.
(4671,4672)

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: 7/19/2016

Post Until: 8/2/2016

JVN: 071-2017-248134

The City of New York is an Equal Opportunity Employer