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: Administrative Coordinator	**Work location:** 78 Catherine St New York, NY 10038
Division/Work Unit: Adults/Catherine St	**Number of Positions:** 2
Hours/Shift: Sun - Thurs (10 am - 6 pm) Tues - Sat (2 pm - 10 pm)	**Agency Tracking #:** 3174 **POSITION#: 4663**

Job Description

REPOST

The NYC Department of Homeless Services is seeking a Community Coordinator to serve as Administrative Coordinator within the Adults Division Unit. The selected candidate will perform administrative duties related to client/staff needs, fund/facility management and executive support.

Job Duties:

•Manage, supervise, and monitor both client and administrative financing programs, including Sub Impress funds, distributing and ordering MTA Metro Cards for client's transportation, along with managing and maintaining appropriate financial logs and tracking systems. Including acceptance of client's savings fund deposit and withdrawal.

•Order, issue, and conduct inventory of supplies for client care and staff by managing Staples and other vendor accounts.

•Developing and maintaining a database of Home Base Community agencies to refer clients, and providing clients with aftercare and preventive services once they have moved out of shelter to identify progress or problems to determine if intervention is needed to enable clients to maintain stable housing and a healthy quality of life.

•Coordinate with site designated Time keeper in resolving staff time keeping issues, including securing and distribution of staff checks.

•Copy, scan and deliver necessary documents to the Time Keeping Unit or DHS Legal at 33 Beaver Street.

•Answer all incoming calls in Director's office, and appropriately directing phone calls.

•Provide access to offices and rooms throughout the facility, including the Conference Room, securing and maintaining key box in Director's office, and posting employee related policies and procedures.

•Manage and maintain a professional filing system for archiving and distribution of documents to appropriate units; including the receipt, forwarding, organizing and filing client incident reports/complaints.

•Assist the Social Services unit by escorting clients to Housing and Employment Fairs, fellow agencies such as the Department of Vital Records and Catholic Charities, and with requesting the on line Social Security Administration documentation and scheduling appointments for benefits.

•Obtain and Provide clients with information and workshops on budgeting, housekeeping and nutritious shopping using HRA SNAP benefits and posting policies and procedures pertaining to the rights of clients and information related to their well-being.

•Responsible for providing coverage in the mail room or Access Control and utilize CARES to identify clients.

•Other clerical duties as needed. (4663, 4664)

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: 8/9/2016	**Post Until:** 8/23/2016	**JVN:** 071-2017-252150

The City of New York is an Equal Opportunity Employer.