

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$50,362.00/\$57,916.00 -\$78,177.00 Frequency: ANNUAL
Office Title: Resource Specialist	Work location: 400 E. 30th Street MANHATTAN, NY 10016
Division/Work Unit: Adults/Intake & Diversion	Number of Positions: 3
Hours/Shift: 1-Sun. -Thurs. 2:00am-10:00am 1-Tues. -Sat. 2:00am-10:00am 1-Wed.-Mon.12:00am-8:00am	Agency Tracking #: 3235 POSITION#: 3256

Job Description

The NYC Department of Homeless Services (DHS) seeks 3 Community Coordinators to serve as Resource Specialists for the 30th Street Men’s Intake Center. The selected candidates will make an initial recommendation on applicant’s alternatives to shelter based on a total assessment of the individual’s situation. The selected candidates will perform screening interviews for all single adult applicants; gather all applicant information including housing history and income; review and verify documents provided by the applicant; follow-up with applicant’s past housing resources to determine whether applicant can return to the community; conduct field work; provide an initial assessment of applicant’s psychiatric and substance abuse history and work with a Behavior Health Specialist as needed; and provide all other necessary screening of applicants. The Resource Specialists will work with clients who have housing options or other resources available in the community through mediation, referrals and other methods. The selected candidates will also conduct interviews with primary tenants, landlords, building superintendent, neighbors, other city agencies, institutional settings, private entities and any other collateral sources of information to obtain relevant information in connection with determining the applicant’s viability for housing within the community. (3256,4016, ESG6019)

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

- Excellent organizational and verbal skills
- Strong computer skills
- Analytical skills
- Able to work in a fast paced environment

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: 10/19/2016

Post Until: 11/2/2016

JVN: 071-2017-268154

The City of New York is an Equal Opportunity Employer.