

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

<b>Civil Service Title:</b> Community Coordinator	<b>Level:</b> N/A
<b>Title Code No:</b> 56058	<b>Salary:</b> \$50,362.00/\$57,916.00 -\$78,177.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Placement Specialist	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Adults/HPP Housing Placement & Program Development	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 8:00am-4:00pm	<b>Agency Tracking #:</b> 3248 <b>POSITION#:</b> 1570

**Job Description**

The NYC Department of Homeless Services (DHS) seeks a Community Coordinator in the HPP/Placement Facilitation Unit within the Adult Services Division. The selected candidate's office title will be Placement Specialist will report to the NY/NY III Program Manager.

The Placement Specialist will be responsible for the placement of homeless clients from temporary shelter into permanent housing. S/he will serve as the primary liaison between Shelter providers and Housing Providers in order to fill all available supportive housing units. The Placement Specialist will be assigned to work directly with appointed sites and will regularly track, monitor and report on a client movement from temporary shelter into permanent housing.

The selected candidate will coordinate with each Housing Provider (SRO and/or other Community Based Housing provider) to track and fill all vacant units expeditiously. S/he will participate in case conferences and provide guidance to shelter staff on hard to place clients with various barriers to housing. The Placement Specialist will review Housing Packages submitted by shelter and outreach providers to ensure completeness and comprehensiveness. S/he will establish and maintain working relationships with city and or state agencies as well as community based agencies in order to set up and conduct housing fairs and workshops to facilitate clients moving out of shelter. The selected candidate shall also participate in intra / inter-agency meetings, conferences and conduct field visits when required.

The selected individual will compile, input and update statistical data and client information using DHS data systems. S/he should have excellent computer skills and proficiency with Microsoft programs including, but not limited to, Microsoft Access and Excel.

**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**

The selected candidate should be familiar with supportive housing and/or housing for homeless adults; have the ability to manage multiple tasks simultaneously; and meet deadlines as required.

**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:** 10/28/2016

**Post Until:** 11/16/2016

**JVN:** 071-2017-269665

**The City of New York is an Equal Opportunity Employer.**