

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

<b>Civil Service Title:</b> Fraud Investigator	<b>Level:</b> 2
<b>Title Code No:</b> 31113	<b>Salary:</b> \$46,163.00/\$53,088.00 -\$72,735.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Family Worker	<b>Work location:</b> 151 East 151 <sup>st</sup> Street, Bronx, NY
<b>Division/Work Unit:</b> Family Services/PATH Intake Center	<b>Number of Positions:</b> 12
<b>Hours/Shift:</b> Tues. – Sat. 4pm – 12am and Sun. – Thurs. 4pm– 12am	<b>Agency Tracking #:</b> 3086 <b>POSITION:#</b> 2507

**Job Description**

The NYC Department of Homeless Services seeks 12 qualified candidates to serve as Fraud Investigators Level 2 (Family Workers) to work at our Prevention Assistance and Temporary Housing (PATH) office within the Division of Family Services. The selected candidates handle applications in connection with families applying for temporary housing assistance (THA). Family Workers conduct in-depth face to face interviews with applicants, perform and request investigations, evaluate and verify information and documents, conduct interviews with primary tenants and collateral sources, and perform internet-based and other research as part of the investigation and eligibility determination process. They also refer families to social service agencies and community-based organizations, prepares appointment slips and notices of the Agency’s decisions, and utilizes the CARES, Q-Matic and other tools to record investigative findings and outcomes. In addition, the candidate drafts preliminary case summaries and eligibility recommendations for supervisory review. They also work closely with the PATH Legal and Resource Room units to effectuate client services. The candidates may also work on special projects as needed. (2507, 2496, 2336, 2319, 2523, 3562, 3575, 3536, 3568, 2481, 2353, 3566).

PERMANENT INCUMBENTS ONLY

**Qualification Requirements**

1. A four-year high school diploma or its educational equivalent and three years of satisfactory, full-time experience, acquired within the United States in one or a combination of the following:
    - a. performing investigations involving criminal and/or fraudulent activities; or
    - b. evaluating credit histories; or
    - c. searching for assets; and/or
    - d. researching, compiling and/or locating evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature involving public or private funds; or
  2. An associate degree or 60 semester credits from an accredited college or university, including or supplemented by 12 semester credits from an accredited college or university in criminal justice, forensic auditing, forensic science, police science, criminology, criminal justice administration and planning, and/or law or a related field and one year of satisfactory, full-time experience as an investigator as described in “1” above; or
  3. A baccalaureate degree from an accredited college or university; or
  4. Education and/or experience equivalent to “1”, “2” or “3” above. Undergraduate college credit can be substituted for experience on the basis of 10 semester credits from an accredited college or university, for three months of full-time experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent.
- Clerical experience in an organization which investigates criminal or fraudulent activities is not acceptable.

**Preferred Skills**

Prior investigative experience. Social Services background. Ability to work in a fast-paced, team environment. Bi-lingual (Spanish).

**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 the [NYC Careers website](#).  
 Most public libraries have computers available for use.  
 No phone calls, faxes, emails and personal inquiries permitted.

**Post Date:** 6/16/2016

**Post Until:** 6/30/2016

**JVN:** 071-2016-243315

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