

**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> 400 – 430 East 30 <sup>th</sup> Street, NY, NY
<b>Division/Work Unit:</b> Adults/Adult Family Intake Center	<b>Number of Positions:</b> 2
<b>Hours/Shift:</b> Sun. - Thurs. 2pm - 10pm	<b>Agency Tracking #:</b> 3083 <b>POSITION:#</b> 7518

**Job Description**

The NYC Department of Homeless Services seeks 2 qualified candidates to serve as Fraud Investigators Level 2 (Family Workers) in the NYC Adult Family Intake Center (AFIC) within the Adults Division. The selected candidates will operate out of agency-run shelters where they will be responsible for interviewing and screening adult families to determine their eligibility for shelter and assessing their needs in order to coordinate appropriate services. With an emphasis on enabling these families to find other alternatives to shelter, the Family Workers will also liaison with landlords, other City agencies and community-based organizations to facilitate alternative housing options. As part of their duties, the selected candidates will supervise the work of subordinates by examining case records and documentation to ensure the integrity of the application and eligibility determination position given the implementation of our proprietary CARES data system which accompanies an enhanced level of skilled interviewing as well as other newly implemented AFIC program enhancements that include a centralized information gathering procedure for applicants during the conditional placement phase in addition to being required to respond to special assignments that are critical to the operation of AFIC such as completing Legal Hold cases and implementing the Immediate Need Procedure for Adult Families. (7518, 7524).

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**

The incumbents should possess solid verbal and written communication skills, strong investigation background and experience and have knowledge of City human and social services administration. Multi-Language skills a plus. A valid NYS Driver License also 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 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:** 071-2016-243302

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