

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

Civil Service Title: Fraud Investigator	Level: 2
Title Code No: 31113	Salary: \$46,163.00/\$53,088.00 -\$72,735.00 Frequency: ANNUAL
Office Title: Family Worker	Work location: 151 E 151 St BRONX, NY 10451
Division/Work Unit: Family Services/PATH/Family Intake	Number of Positions: 4
Hours/Shift: Mon.-Fri. 8:00am-4:00pm Tues.-Sat. 8:00am-4:00p Mon.-Fri. 2:00pm-10:00pm Tues.-Sat. 2:00pm-10:00pm	Agency Tracking #: 2961 POSITION:# 3179

Job Description

The NYC Department of Homeless Services seeks 4 qualified candidates to serve as a Fraud Investigators Level 2 (Family Workers) at our PATH/Family Intake Facility within the Family Services Division. The site in the Bronx operates 24 hours per day, and new sites will open in Manhattan, Brooklyn and Queens which will operate from 8Am-10PMm Monday through Saturday. The selected candidates will be placed in any of these sites. The selected candidates will 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 will also refer families to social service agencies and community-based organizations, prepare 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 candidates will draft preliminary case summaries and eligibility recommendations for supervisory review. They will also work closely with PATH Legal and Resource Room units to effectuate-client services. The candidates may also work on special projects as needed. (3179,3180,3189,3190)

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 in social services. 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: 11/24/2015

Post Until: 12/9/2015

JVN: 071-2015-152338

The City of New York is an Equal Opportunity Employer.