

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

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| Civil Service Title: Fraud Investigator | Level: 2 |
| Title Code No: 31113 | Salary: \$47,549.00/\$54,681.00 -\$74,917.00 Frequency: ANNUAL |
| Office Title: Family Worker | Work location: 151 E 151 St BRONX, NY 10451 |
| Division/Work Unit: Families/PATH/Family Intake | Number of Positions: 1 |
| Hours/Shift: Sun.-Thurs. 4:00pm-12:00am | Agency Tracking #: 3236 POSITION:# 3571 |

Job Description

The NYC Department of Homeless Services (DHS) seeks one (1) Fraud Investigator Level II (Family Worker) to work in our Family Intake Unit within the Division of Family Services. Family Intake operates 24/7 as the City's intake center serving families with children seeking shelter and services. As part of the eligibility process, the selected candidate 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. S/he will 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 will draft preliminary case summaries and eligibility recommendations for supervisory review. S/he will also work closely with PATH Legal and Resource Room units to effectuate-client services. The candidate may also work on special projects as needed.

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: 10/19/2016

Post Until: 11/2/2016

JVN: 071-2017-268197

The City of New York is an Equal Opportunity Employer.