

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING
CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$54,100* - (Non-City minimum) \$62,215** - (City minimum)</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Aging Specialist</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Community Services/Health Promotion</u>		

Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the NYC Department for the Aging.

This is a grant funded position. Should the grant expire, or funding discontinue, this position may result in termination of employment.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

Duties and Responsibilities of the include:

- Answer Aging Connect calls and provide information on resources, services and opportunities available to older New Yorkers and caregivers.
- Manage contact and services provided to caller in the Correspondence Tracking System (CTS), DFTAs internal a database utilized by Aging Connect, ensuring timely data entry into the system for adequate information captured for the purpose of reporting.
- Facilitate and or participate in health and human educational trainings, in and/or outside of DFTA.
- Conduct presentations to DFTA -funded program staff and external community partners.
- Provide technical assistance and training to Aging Connect staff.
- Makes recommendations on policies and procedures.
- Other duties as necessary.

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

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;
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 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:

A baccalaureate degree from an accredited college or university and three years of full-time satisfactory professional experience in social services, community relations, public administration or management, contract management, or social research and/or planning, of which at least one year must have been in the field of aging.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #: 544443

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #: 544443

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: August 19, 2022	Post Until: Filled	JVN No. 125-23-12 CW
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