

**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>Community Coordinator</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Bureau of Direct Services / Grandparent Resource Center</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.

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 Community Advocate include:

- Provide case assistance, information and referral, engagement, community building and educational presentations to strengthen and support kinship families in NYCHA's Mayor's Action Plan (MAP) and neighboring communities.
- Conducts outreach to engage kinship caregiver families and older adults in NYCHA communities.
- Provides case assistance/advocacy and information and referrals as needed.
- Facilitate support groups for kinship caregivers and older adults.
- Develop case plans, oversee provision of services to support outcomes for clients and close cases in a timely and efficient manner.
- Facilitates Virtual/In-Person support group & kinship trainings/workshops and Intergenerational programs.
- Provides task supervision to an MSW Student Intern as needed.
- Collaborate with government and kinship agencies to best serve the direct service and policy needs of kinship caregivers.
- Document services in the Senior Tracking Analysis & Reporting System (STARS) and maintain accurate case records. Maintain statistical, narrative and data entry reporting.
- Represents the unit in community, tenant, committee convenings, trainings and other related meetings which may entail some evening and weekend hours.
- Schedule trainings in partnership with the NYPD and other agency partners on topics such as gang awareness, domestic violence, elder abuse, bullying and other related topics. Work collaboratively with NYCHA, DFTA, DYCD and other professionals within MAP sites and GRC's kinship partners.
- Participates in special events and projects such as Grandparent's Day events & Holiday Drive as needed. Demonstrate initiative and creativity in planning, coordinating, assisting, and implementing special events (Grandparents' Day, Kinship Caregivers' Month, among other special events) for the NYCHA and GRC sites.

***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:

- Master's degree in social work or other equivalent graduate degree with two years experience working with older adults and/or youth populations, families.
- Bachelor's degree and 5 years of social work or in community service.
- Bilingual (Spanish/English) preferred.
- Relevant work experience working with the population served by the program preferred.
- Experience working with statistical data and reporting, record-keeping and utilizing Microsoft and related technology.
- Ability to occasionally work evenings and weekends as needed.
- Passion for supporting vulnerable populations, families and driving community safety in high needs neighborhoods.

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

TO APPLY

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 # 543626

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 543626

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

Posting Date: August 19, 2022	Post Until: Filled	JVN No. 125-23-14 CW
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