

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

<b>Civil Service Title:</b> Community Associate	<b>Level:</b> N/A
<b>Title Code No:</b> 56057	<b>Salary:</b> \$35,683.00/\$41,036.00-\$59,385.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Intake Worker	<b>Work location:</b> 400 E. 30th Street MANHATTAN, NY 10016
<b>Division/Work Unit:</b> Adults/ Intake & Vacancy Control	<b>Number of Positions:</b> 2
<b>Hours/Shift:</b> Mon. Fri. Sat. Sun. 9:00pm-5:00am RDO Tues. Wed. Thurs.	<b>Agency Tracking #:</b> 3217 <b>POSITION#:</b> ESG6022

**Job Description**

The Department of Homeless Services (DHS) seeks a Community Associate for the Vacancy Control Unit within Adults Services. Under the general Supervision of the Unit Head the candidate will be responsible for assisting with data collection and statistical analysis ensuring census information from shelter facilities are accurate and reported in a timely manner. Working via phone and through computer transmissions he/she will be responsible for the census reporting of each shelter on a daily basis and capture the availability of beds for new and returning clients in the Vacancy Control database also the assignment of clients in the Agencies CARES database, in addition processing transportation requests and generating bed/shelter rosters and other related aggregate reports. He/she will report inconsistencies and program anomalies promptly to their supervisor ensuring that proper daily data reporting occurs. She/he will also assist Unit supervisors within their purview in maintaining appropriate healthy liaisons with multiple programs/centers/shelters/safe havens /annex facilities and other units by obtaining, conveying and providing necessary information and feedback to those locations. To ensure that client safety is adhered the candidate will assist within their purview identifying then reporting to supervision conditions which might lead to the consideration of client movement that involve threats to client or staff safety which requires collecting supportive documentation from those locations that require the intervention. In addition, the candidate will be responsible for retrieving and entering pertinent raw aggregate census information into the CARES DHS Information System and Vacancy programs; following up with locations when reporting is incomplete or incorrect to resolve those issues and apprising their immediate supervisor promptly when necessary. (ESG6022,ESG6023)

**Qualification Requirements**

1. High School graduation or equivalent and three years of experience in community work or community centered activities in an area related to the duties described above;
2. Education and/or experience which is equivalent to "1"

**Preferred Skills**

Basic computer knowledge / good articulation / good writing and typing skills / good communicative skills / good attendance / proactive / bi lingual / able to multi task and complete work within deadlines / ability to problem solve / able to work with others

**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](http://www.nyc.gov/careers).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

**Post Date:** 10/3/2016

**Post Until:** 10/18/2016

**JVN:** 071-2017-265824

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