

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

Civil Service Title: Community Associate	Level: N/A
Title Code No: 56057	Salary: \$35,683.00/\$41,036.00-\$59,385.00 Frequency: ANNUAL
Office Title: Community Associate	Work location: 151 E 151 St BRONX, NY 10451
Division/Work Unit: Families/PATH/Family Intake	Number of Positions: 1
Hours/Shift: Sun.-Thurs. 12:00am-8:00am	Agency Tracking #: 3234 POSITION#: 1349

Job Description

The NYC Department of Homeless Services seeks one (1) Community Associate 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. Under supervision, the selected candidate will be part of a team responsible for providing direct client services at client registration and throughout the intake and placement process. Responsibilities include using the on-line CARES and Q-Matic and other systems to register applicants for temporary housing assistance, interviewing families, issuing social service referrals, conveying shelter placement information and facilitating transportation to shelter. S/he will also collect, analyze and evaluate on-site and statistical data from various sources, communicate the results to supervisors, coordinate, draft and develop monthly, quarterly and annual administrative statistical and narrative indicator reports on shelter placements; process schedules and reports, and coordinate and prepare case files and documents. In addition, the selected candidate will be responsible for reporting issues impacting the unit's daily operations, handle client inquiries, coordinate the transfer of case records, forms and referrals, and provide other support functions, as assigned by the supervisor.

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

Bi-lingual (Spanish); Ability to work in a fast-paced environment. Two years prior experience in social services.

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: 10/19/2016	Post Until: 11/2/2016	JVN: 071-2017-268141
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The City of New York is an Equal Opportunity Employer.