

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

<b>Civil Service Title:</b> Community Coordinator	<b>Level:</b> N/A
<b>Title Code No:</b> 56058	<b>Salary:</b> \$48,895.00/\$56,229.00-\$75,900.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Child Wait Space Counselor	<b>Work location:</b> 151 E 151 St BRONX, NY 10451
<b>Division/Work Unit:</b> Families/PATH-Intake	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Thursday - Monday, 12 PM – 8 PM RDO's Tuesday and Wednesday	<b>Agency Tracking #:</b> 3164 <b>POSITION#:</b> 4707

**Job Description**

REPOST

The NYC Department of Homeless Services seeks one (1) Community Coordinator to serve as Child Wait Space Counselor in the Family Intake' Child Wait Space 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. The Child Wait Space operates from 8A to Midnight daily. The Child Wait Space Counselor under supervision of the Child Wait Space Manager, the Child Wait Space Counselor will be responsible for the direct care of a small group of children within Family Intake's Child Wait Space. S/he will guide and supervise the play activity of the children, organizing groups, distributing toys, and supervising orderly and wholesome activities. S/he will ensure that the children are fed, if necessary, while in care.

**Qualification Requirements**

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; or
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 as 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**

Two years of satisfactory experience assisting in the care of children in one or a combination of the following: nursery school, primary school, child group work, camp counselor, house mother in a children's institution, practical nursing for children; certification in first aid and CPR.

**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.

<b>Post Date:</b> 8/3/2016	<b>Post Until:</b> Until Filled	<b>JVN:</b> 071-17-250858
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**The City of New York is an Equal Opportunity Employer.**