

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

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$50,362.00/\$57,916.00 -\$78,177.00 Frequency: ANNUAL
Office Title: Compliance Analyst	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Families/AC/Transitional Services	Number of Positions: 2
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 3229 POSITION#: 3428

Job Description

The Department of Homeless Services (DHS) seeks 2 Community Coordinators to serve as Compliance Analysts for the Transitional Services Unit within the Division of Family Services. Reporting directly to the Program Administrator, Compliance Analysts will work closely with Providers to monitor compliance status of cases at shelter. The Compliance Analysts will utilize CARES, a system-wide case management system to conduct case reviews and provide recommendation related to Families Individual Living Plan and Exit Strategy to Providers; will provide technical assistance by participating in conferences to monitor compliance. Compliance Analysts will research and prepare reports by utilizing information obtained from CARES System, Policy & Planning and Program Plan data. Additionally, the Compliance Analysts will work with the Office of Client Resources (OCR) to rectify cases. The Compliance Analysts may be required to go on field visits to attain materials relevant to housing applications and monitor compliance; attend case conferences, review case records. Compliance Analysts will contact Providers to request additional information/documentation to ensure Providers compliance with Agencies request as needed. (3428, 3875)

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

N/A

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 NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Post Date: 10/21/2016

Post Until: 11/4/2016

JVN: 071-2017-268688

The City of New York is an Equal Opportunity Employer.