

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: Rental Assistance Coordinator	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Family Services/Permanency and Planning	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 3247 POSITION#: 3436

Job Description

The NYC Department of Homeless Services (DHS) seeks one (1) qualified Community Coordinator to serve as a Rental Assistance Coordinator in the Permanency and Planning Office of Client Resources (OCR) Unit within the Family Services Division.

As a Rental Assistance Coordinator, the selected candidate will process Enhanced One shot Deal packets and One Shot Deals on dedicated move out programs (e.g.,NYCHA). S/he will also process packets for HPD Section 8 and NYCHA. The selected candidate will assist clients with One Shot Deal processing; mitigate miscommunications on rental payments from HRA and refer clients to HomeBase. In addition, the selected candidate will be responsible for reviewing packets for completeness of required documents; notifying providers of missing documents; spot checking eligibility of linked clients matched to units; reviewing attached paystubs; notifying providers of failed inspections and ineligible clients; scheduling lease signings and trouble-shooting any other issues that may arise.

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: 10/28/2016

Post Until: 11/16/2016

JVN: 071-2017-269650

The City of New York is an Equal Opportunity Employer.