

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: ESG/HMIS Analyst	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Policy and Planning/Planning, Development and Grants	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 3250 POSITION#: 5502

Job Description

The NYC Department of Homeless Services (DHS) seeks a Community Coordinator to serve as Emergency Solutions Grant (ESG) and Homeless Management Information Systems (HMIS) Analyst. The ESG/HMIS Analyst will work with recipients of federally funded shelter, outreach, prevention, and rapid re-housing programs to ensure compliance with HUD ESG regulations and Homeless Management Information System (HMIS) participation requirements. S/he will monitor performance, compliance with HUD data standards, local data quality requirements, and implement strategies for improvement. The ESG/HMIS Analyst will work with various databases and assist with special projects as requested. The selected candidate will be responsible for maintaining an open communication line with DHS staff, providers, and HMIS vendor, while maintaining proper confidentiality, to ensure resolution of all HMIS issues that may arise. The Analyst will also perform other duties as assigned.

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

The position requires very detailed and frequent work with data. Background working with databases and report writing. Ability to interpret complex government regulations. Customer service oriented, flexibility in managing multiple projects and deadlines; ability to work independently; ability to troubleshoot and resolve problems. Customary and regular exercise of discretion and independent judgment. Ability to maintain client and agency confidentiality required. Excellent written and verbal communication skills. MPA or Master's degree in a social policy related field a plus. Must be a self-starter, critical thinker, with sound judgment, and the ability to prioritize multiple tasks. Work must be timely and precise.

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: 071-2017-269704

The City of New York is an Equal Opportunity Employer.