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: HOME-STAT Policy Analyst	**Work location: 253 Broadway, NY, NY 10007**
Division/Work Unit: Adults/Street Homelessness Solutions	**Number of Positions: 1**
Hours/Shift: Monday – Friday, 9am – 5pm	**Agency Tracking #: 3255 POSITION#: 3964**

Job Description

REPOST

The NYC Department of Homeless Services seeks 1 Community Coordinator to serve as a Policy Analyst for the Homeless Outreach & Mobile Engagement Street Action Teams (HOME-STAT). The City has created HOME-STAT to better and more quickly respond to the street homelessness problem. This initiative partners existing homeless response and prevention programs with a series of new initiatives that have been designed to better identify, engage, and transition homeless New Yorkers to appropriate services and, ultimately, permanent housing. A critical component this multi-faceted program is street observation and data-gathering.

Reporting to the HOME-STAT Director and the Mayor's Office of Operations, the HOME-STAT Policy Analyst will provide on-going analysis of HOME-STAT activities. The Policy Analyst will support the operation of several workstreams. Primary work will be supporting the creation of dashboards based on the activities of the canvassers. There are mostly routine daily and monthly dashboards, but there were also be select ad hoc data analysis. The Policy Analyst will also support the case conferencing/case management policies and help develop and coordinate the nighttime quarterly counts. The Policy Analyst will also support the Field Canvassers who will perform daily field work from Canal Street to 145th Street in Manhattan and specially selected areas in other boroughs to record data on the homeless street population for integration with other up-to-date data sources to provide a current matrix of street homelessness.

Responsibilities of the HOME-STAT Policy Analyst will include, but are not limited to:

• Provide analytical assistance to the HOME-STAT team, including quantitative and qualitative data analysis, the evaluation of best practices, and the identification and assessment of operational improvement opportunities at different agencies.
• Provide project management assistance, including developing and maintaining project plans and other documents, managing and coordinating project elements, reviewing agency and interagency work products, and ensuring efficient progress on implementation.
• May also be responsible for one or more discrete projects and be expected to manage the project(s) to completion.
• Provide analytical assistance with mapping, quality assurance, data management, report writing and drafting, and other performance management and project management needs required by HOME-STAT.

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

- GIS
- Knowledge of Microsoft Office Suite

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.

Post Date: 11/2/2016	**Post Until:** Until Filled	**JVN: 071-2017-270378**

The City of New York is an Equal Opportunity Employer.