

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$47,703 - \$74,049*</u> <u>\$54,858 - \$74,049**</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Bill Payer Program Coordinator</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Long Term Care/Bill Payer Program</u>		

Job Description:

- Under general direction, assesses for and connects seniors citywide to bill payer services.
- Screen and conduct in home assessments of seniors referred to the bill payer program. Carry a caseload of clients working with client until termination.
- Match volunteers to seniors and follow up to ensure appropriate delivery of services.
- Assess volunteers into program and conduct volunteer recruitment and training.
- Maintain and enter client records in the database and create reports as required.
- Conduct community workshops.

***Non-City rate.**

****City incumbent rate.**

Minimum Qualifications:

A baccalaureate degree and two years experience in community work or community centered activities in an area related to the duties described above, or a high school diploma or equivalent and six years of experience, or equivalent in experience and education.

Preferred Skills:

- A baccalaureate degree in social work from an accredited college. MSW strongly preferred.
- Minimum of 3 years experience providing direct services to seniors.
- Minimum of 2 years experiencing supervising and managing volunteers.
- Knowledge of NYC senior services preferred.
- Bilingual English/Spanish preferred.
- Ability to drive preferred.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID #208303

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#208303

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **August 21, 2015**

Post Until: **Filled**

JVN No. **125-16-04CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER