

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$48,895 - \$75,900*</u> <u>\$56,229 - \$75,900**</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Bureau Projects Coordinator</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Bureau of Long Term Care/Long Term Care</u>		

**Job Description:**

Under supervision of the Assistant Commissioner but with latitude for independent judgment, the Bureau Projects Coordinator will perform very responsible duties. These duties will include analysis, development, implementation, coordination, monitoring and evaluation of Bureau of Long Term Care processes, projects and programs. Will manage projects to modernize and enhance service delivery for NYC elders who are primarily home bound. The Bureau oversees programs for frail home-bound seniors including case management services to 20,000 seniors of which 17,000 receive meals on wheels and 3000 receive home care services. In addition, the Bureau oversees elder abuse programs and directly works with seniors through specialty programs for crime victims and the Bill Payer Program which matches volunteers with seniors who need assistance paying bills.

- Develop reports and perform analysis utilizing various data sets, such as data from the Department for the Aging (DFTA's) client tracking database, to inform management on program/contract oversight, program development and policy issues leading to innovative solutions to intricate problems.
- Create systems to track Bureau projects to support the coordination and management of on-going projects such as program assessments and one time projects of the Bureau.
- Communicate as needed with key staff members for projects to assure timeliness, create timetables and tickler systems for pending projects' due dates.
- Make recommendations to the Long Term Care Unit on project planning, procedures and efficient/effective use of resources toward meeting projects targets and timelines.
- Work with DFTA program staff to revise program assessment tools to better capture program compliance to standards and demonstration of quality of work.
- Work with staff to develop weighted scores for assessment tool that staff will use when assessing program compliance with standards.

**\*Non-City rate.**

**\*\*City incumbent rate.**

**Minimum Qualifications:**

A Baccalaureate degree from an accredited college and two years of experience in community work or community centered activities listed above, or a high school diploma or equivalent with six years of experience in community work or community centered activities in the areas listed above; or equivalent education/experience.

**Preferred Skills:**

- Demonstrate ability to manage multiple complex projects to completion, preferably in a government or community based service setting.
- Excellent organizational skills with ability to take initiative, problem solve, prioritize duties and work independently in a fast paced and team environment.
- Excellent oral and written communication skills and capacity to work both independently and as part of a team.
- Master's degree or higher in related field described above.
- Proficient in Microsoft Excel, Word and Access.
- Candidate should want to make an impact on improving services for home-bound seniors in the New York City area.

**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 #234422

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#234422

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

Posting Date: <b>March 8, 2016</b>	Post Until: <b>Filled</b>	JVN No. <b>125-16-26 CW</b>
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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**