

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$45,615 - \$70,810*</u> <u>\$52,457 - \$70,810**</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>3</u>
Office Title:	<u>Community Advocate</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Active Aging/Grandparent Resource Center</u>		

**Job Description**

- Conducts outreach within the NYCHA communities seeking grandparents/elderly relatives caring for children under the age of 18.
- Provides case assistance/advocacy and provides referrals as needed.
- Represents the unit in community, tenant and other related meetings.
- Schedules trainings in partnership with the NYPD and other agency partners on topics such as gang awareness, domestic violence, bullying and other related topics.
- Documents services in the Senior Tracking Analysis & Reporting System (STARS) and maintains case records.
- Facilitates support group & kinship trainings.
- Provides task supervision to an MSW Student Intern as needed.
- Participates in special projects as needed.

**\*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**

- Masters degree in social work or other equivalent graduate degree.
- Bilingual (Spanish/English).
- Relevant work experience working with the population served by the program.
- Must have at least 4 years working in the population targeted by the NYCHA Anti-Violence Initiative program.
- Performs statistical, narrative and record-keeping duties, including data entry in STARS and maintaining case logs.
- Able to work one evening during the week and on weekends, as needed.

**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 #162366

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#162366

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

Posting Date: **August 20, 2014**

Post Until: **Filled**

JVN No. **125-15-09-CW**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**