

**The City of New York  
DEPARTMENT OF HOMELESS SERVICES  
CITYWIDE JOB VACANCY NOTICE**

**REVISED**

<b>CIVIL SERVICE TITLE:</b>  Community Associate  4 Positions  Title Code No. 56057	<b>SALARY:</b>  Hiring Rate: \$32,321.00  Maximum: \$53,788.00
---	--

<b>UNIT:</b> PATH/Intake  <b>DIVISION:</b> Family Services	<b>LOCATION:</b> 346 Powers Ave BRONX, NY 10454  <b>SHIFT:</b> Various
--	---

**JOB DESCRIPTION:**

The NYC Department of Homeless Services (DHS) seeks four (4) Community Associates to work in the Prevention and Temporary Housing (PATH) Unit in the Division of Family Services. Under general supervision, with latitude for independent judgment, the selected candidates will be responsible for providing administrative support services within the Intake Center at PATH. Responsibilities include, but are not limited to: collecting, analyzing and evaluating on-site and statistical data from various sources and communicating results of evaluation to the Administrative Managers; serving as a liaison between Temporary Housing Assistance (THA) applicants and staff by obtaining and relating information and providing feedback in order to facilitate cooperation and coordinate site-based program activities; coordinating, drafting and developing monthly, quarterly and annual administrative statistical and narrative indicator reports on shelter placements; processing schedules and Midpoint/Bridge function reports, coordinating; and preparing case files to be submitted for Fair Hearing determinations. Assisting in the development and maintenance of the statistical report database and managing on-site events to ensure that PATH rules and regulations are followed and that the event does not negatively impact the THA applicants. In addition, the selected candidates will be responsible for monitoring, tracking and reporting to the unit-group supervisor all issues impacting the unit's daily operations, communicating clearly and effectively with the public and staff; ensuring that all requests or concerns are resolved; reviewing schedules and coordinating resources needed to ensure effortless transition of work between units during the eligibility determination process; providing clear and concise administrative technical support over the phone to PATH staff; coordinating transfer of case records; including the tracking and receipt between facilities; tracking the status of case records between unit groups and notifying supervisors of issues resulting in processing delays; and providing other support functions, as assigned by the supervisor. (1224, 2430, 2508, 3646)

**NOTE: NEW HIRES MUST RESIDE IN NYC FOR THE FIRST TWO YEARS OF EMPLOYMENT**

**PREFERRED SKILLS:**

NYS Driver License preferred.

**MINIMUM QUALIFICATION REQUIREMENTS:**

1. High School graduation or equivalent and three years of experience in community work or community centered activities in an area related to the duties described above;
2. Education and/or experience which is equivalent to "1"

New York City residency is not required  
**D.H.S. is an Equal Opportunity Employer**

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL**

**TO APPLY FOR CONSIDERATION, PLEASE SEND TWO COPIES OF A COVER LETTER INDICATING POSTING NUMBER AND TWO (2) RESUMES TO:**

SUBMISSION OF APPLICATION IS  
NOT A GUARANTEE THAT YOU  
WILL RECEIVE AN INTERVIEW

Department of Homeless Services  
Recruitment Coordinator  
33 Beaver Street - 12th Floor  
New York, NY 10004

**OR E-MAIL YOUR COVER LETTER AND  
RESUME TO:** [dhsjobs@dhs.nyc.gov](mailto:dhsjobs@dhs.nyc.gov)

**DATED:** November 5, 2009

**POST UNTIL:** November 20, 2009

**POSTING NUMBER:** DHS 071-10-1224-1900 C