

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$30.03 Hourly</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Community Coordinator (Per-Diem 35 hours weekly)</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Long Term Care/Elderly Crime Victims Resource Center</u>		

Job Description:

- Work with the NYPD Police Representatives to obtain lists of crime victims over the age of 60 to complete OVS claim applications (some travel will be involved with this function).
- Provide direct services to victims of elder abuse and crime, some home visits will be required.
- Provide short and long-term counseling to victims of elder abuse and/or crime victims.
- Conduct or participate in the client intake process to obtain information required to formulate a psychosocial evaluation.
- Enter all client information in the Department's STARS data system accurately. All units need to be documented and accounted.
- Participate in case discussion groups, task force, trainings and MDT meetings.
- Participate in assigned special projects, i.e. "National Night Out", "Victims Rights week" etc.
- Work collaboratively with Adult Protective Services, the Community Based Elder Abuse contractors, Police, Courts and DA's offices.

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 Master's degree from an accredited college in psychology, sociology, social work, counseling or a closely related field, and two years of satisfactory full-time professional experience working in the field of aging or working in the field of victim services. Bi-lingual English/Spanish 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 #208321

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#208321

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

Posting Date: August 21, 2015	Post Until: Filled	JVN No. 125-16-03CW
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER