

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

**CITYWIDE VACANCY NOTICE**

|   |                              |                      |   |
|---|------------------------------|----------------------|---|
| Civil Service Title:  | <u>Community Coordinator</u> | Salary:              | \$50,362 - \$78,177*<br>\$57,916 - \$78,177** |
| Title Code:   | <u>56058</u>                 | Number of Positions: | <u>1</u>                                      |
| Office Title:   | <u>Community Coordinator</u> | Work Location:       | <u>2 Lafayette Street, NYC</u>                |
| Division/Work Unit: <u>HealthCare Connections/Caregiver Resource Center</u> |                              |                      |   |

**Job Description:**

- Under supervision, with latitude for independent initiative and judgment, the Community Coordinator will conduct research on long term care topics to obtain information relevant to individuals contacting the Caregiver Resource Center for information and assistance.
- Will gather and display this information in a manner useful to Caregiver Resource Center social work staff for client work and for public presentations.
- Will conduct research on caregiving trends and best practices in care management for in-house and contracted Caregiver program staff, as well as to utilize this information to help guide the Unit and agency in current and future caregiving activities.
- Will incorporate relevant information into Unit outreach materials.
- With the Caregiver Resource Center Director, the Community Coordinator will research locations of underserved communities in NYC to develop an outreach plan for dissemination of information about DFTA services, especially highlighting Caregiver services.
- Join the Caregiver Resource Center social work staff in a team approach to networking with community and faith-based organizations, hospitals, individuals and professionals who work with older adults and their family caregivers, and provide information about available DFTA and community resources.
- Capitalizing on the cultural diversity of Caregiver Resource Center staff, the Community Coordinator will refine the cultural competency of informational outreach materials available through the Caregiver Resource Center.
- Will work with Bureau staff to develop a culturally sensitive approach to introduce caregiver services to diverse NYC communities that may require unique approaches or interventions in order to access services.
- Will coordinate with other Caregiver Resource Center staff in the scheduling and provision of public presentations, and track Caregiver Resource Center presentations and outreach activities.
- With the Caregiver Resource Center social work staff, the Community Coordinator will conduct assessments on individuals who contact the Caregiver Resource Center for information and assistance. The Community Coordinator will provide and document linkages made to appropriate resources via e-mail, telephone, mail, or in-person.
- The Community Coordinator will assist in agency follow-up of LL97 Survey Recommendations.

**\*Non-City rate.**

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

**Minimum Qualifications:**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above;
2. High School graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties described above; or
3. Education and /or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**Preferred Skills:**

Master's degree in social work or related human services field preferred. Demonstrated casework and public speaking experience critical. Knowledge of long term care system and related services essential. Ability to network with professionals and general public required. An organized individual with excellent verbal and written skills a must. Bilingual Spanish or Mandarin/Cantonese a plus.

**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 #335949

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#335949

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

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|-----------------------------------|---------------------------|----------------------------|
| Posting Date: <b>July 2, 2018</b> | Post Until: <b>Filled</b> | JVN No. <b>125-19-01CW</b> |
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