

**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* - \$52,457**</u>
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>Community Services/Senior Housing</u>		

Job Description

- ◆ Effectively oversees DFTA's contracts with providers of Naturally Occurring Retirement Community Supportive Service Programs (NORC SSPs), and providers of other housing-related services, such as Home Repair and Home Sharing, assuring sound program design and appropriate operating support.
- ◆ Functions as an active and contributing team member with NORC core partners and Advisory Board; meets as needed with NORC program staff, residents, sponsoring agency, and/or housing entity as appropriate to help set goals, resolve issues, and facilitate effective partnerships.
- ◆ Provides technical assistance as needed regarding program operations for assigned programs, especially related to the NORC program model, NORC Health Indicators, and DFTA standards and policies. Identifies areas of program strength as well as concerns, recommends strategies for improvement.
- ◆ Thoroughly and effectively monitors contract compliance and adherence to performance standards, including performing field visits, reviewing and analyzing service reports, and recommending corrective actions as needed.
- ◆ Assist in the development and dissemination of information and resources on senior housing and related topics, and identifying referral sources for the public, DFTA staff, other government agencies and officials, and service providers; interfaces directly with seniors or their representatives when needed. Addresses inquiries and/or complaints from or on behalf of seniors promptly and accurately.
- ◆ Prepares briefings, program profiles and reports as assigned, using all computer tools available.

***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

- A Master's degree in public administration, social work or related field
- Previous experience with NORC SSPs, community-based health and wellness programming, evidence-based programming, team building, community organizing, successful project management.
- Excellent organizational and writing skills.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY, PLEASE SUBMIT (2) RESUMES INDICATING JVN# TO:

Department for the Aging (DFTA)

Jeanmarie Weber

Employment Manager, Human Resources

2 Lafayette Street, 9th Floor, New York, NY 10007

-OR-

E-mail to DFTArecruit@aging.nyc.gov (indicate JVN# in subject line)

Posting Date: **August 7, 2012**

Post Until: **Filled**

Posting No. **125-13-04-cw**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER