

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$47,703 - \$74,049*</u> <u>\$54,858 - \$74,049**</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>NY Connects Program Associate</u> <u>Temporary position not to exceed</u> <u>15 months based on grant</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Planning Division/Program Development</u>		

Job Description

NY Connects is an essential component of New York State's effort to rebalance the long-term care service system in order for older adults and people of all ages with disabilities to live independently and remain in the communities of their choosing. Under the direction of the Planning Division at the Department, the Program Associate will play a major role in the implementation of the NY Connects program in New York City.

Under the direction of the Program Development Director and the NY Connects Program Manager, assists in the implementation of NY Connects in New York City, including but not limited to:

- Providing logistical, administrative and programmatic support to the Program Manager and Planning Division related to NY Connects.
- Managing the implementation and monitoring of the NY Connects database of long term care services and supports.
- Coordinating meetings, events, and other gatherings.
- Researching, evaluating and providing analysis of programs, journals, and related documents.
- Making policy, programmatic and administrative recommendations to the team.
- Writing planning documents and briefs.
- Assisting in program evaluation.

***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

- Master's degree from an accredited college in public administration, management science, organizational development, sociology, social work, psychology, planning or other closely related field preferred.
- Knowledge of the populations to be served and familiarity with long term care and support services systems.
- Excellent writing, communication, and organizational skills.
- Ability to work independently and in a collaborative manner with multiple stakeholders in and outside of the Department.

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 # 157707

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 157707

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

Posting Date: **September 12, 2014** | Post Until: **Filled** | JVN No. **125-15-05-CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER