

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Associate</u>	Salary:	<u>\$32,321 – \$53,788*</u> <u>\$37,169 – \$53,788**</u>
Title Code:	<u>56057</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Bill Payer Program Administrator</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Long Term Care</u>		

Job Description

Under general supervision, takes on the administrative tasks of the bill payer program, supervises the work of the volunteers and the volunteer coordinator.

- Supervise and review the work of volunteers and volunteer monitors and serve as the bridge between volunteers and social workers.
- Develop and maintain office systems and forms to record and track volunteer work including client agreements, client budgets and monthly reports.
- Provide direct supervision to volunteer coordinator.
- Monitor database for quality and integrity of data.

***Non-City rate**

****City incumbent rate**

Minimum Qualifications

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; or the equivalent in education and/or experience.

Preferred Skills

- High School Diploma.
- Minimum of 2 years experience managing the administrative functions of a bill payer program.
- Minimum of 2 years experience in supervising and managing volunteers.
- Minimum of 2 years of experience supervising office administrative staff.

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 #162362

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#162362

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

Posting Date: **August 21, 2014**

Post Until: **Filled**

JVN No. **125-15-08-CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER