

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$48,895 - \$75,900*</u> <u>\$56,229 - \$75,900**</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Research Associate</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Planning Division/Research</u>		

Job Description:

- Under general direction, with wide latitude for independent initiative and judgment, assists with the planning, coordination, implementation and evaluation of DFTA funded and grant funded programs for community based older adults.
- Designs and participates in research and evaluation studies undertaken by the Department, which will improve services to older adults.
- Develops client data reports, which will help support community programs compliance with record keeping and program planning.
- Support the analytic work of the unit, with the Bureau of Community Services and Long-Term Care and Active Aging, to improve community based services.
- Assist in the development of microcomputer applications, using SPSS and EXCEL, in support of programmatic activities for older adults.
- Prepares reports which will be used to recommend changes in policy or service improvements for the elderly.
- Analyzes client data from our STARS data system. Prepares regular summary reports for both internal use and for distribution to community based agencies.

*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 baccalaureate degree from an accredited college and three years of full-time, professional experience in social casework; or the equivalent in education and/or experience. However, all candidates must have a baccalaureate degree from an accredited college. Experience in social services, community relations, public administration or management. Candidates must have advanced knowledge in statistical analysis through SPSS, Excel, and Access. Experience with crystal reports is preferred. Excellent writing and communication skills are also 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 #214546

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#214546

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

Posting Date: September 18, 2015	Post Until: September 30, 2015	JVN No. 125-16-06CW
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER