

NYC BUSINESS LINK JOB QUALIFICATIONS! UPDATED 9/27/12

Bring an updated resume and any additional documents listed under the job qualifications to the recruitment

Banking Institution: Bank Teller- HS Diploma/GED is required; minimum 6 months cash handling exp required; strong customer service skills; ability to follow procedures; company conducts fingerprint check and drug test

Car Rental Company: Sales Rep- HS Diploma/GED is required; 6 months of successful sales exp; valid driver's license is required for all positions; company conducts background check and drug testing

Car Rental Company: Customer Service Rep- HS Diploma/GED required; at least 1 year of prior customer service rep; valid driver's license is required for all positions; company conducts background check and drug testing

Choice Homecare Services: HHA- HS Diploma/GED not required; HHA certificate a must; must be able to work weekends

Common Ground: Housing Advocate- Bachelor's Degree preferred in social work or related field; 2 years exp with homeless population or individuals with substance abuse or mental issues; knowledge with public assistance programs are preferred; must have excellent and written communications skills; Bilingual in English & Spanish also preferred

Common Ground: Assistant Director of Programs- Bachelor's Degree required; Master in a related field required; supervisory exp is required; work exp with disenfranchised population is preferred; excellent organizational, written and verbal communication skills are a must

Common Ground: Case Manager (Queens) - Bachelor's Degree in social work, psychology or related field or equivalent work exp; candidates without a Bachelor's degree must have 2 years exp working with homeless individuals with psychiatric/emotional issues and substance abuse problems; must have good oral and written communication and analytical skills

Common Ground: Case Manager (Bronx) - Bachelor's Degree in social work, psychology or related field or an Associate in a related field and 3 years work exp; candidates without a Bachelor's degree must have 3 years relevant work exp and an Associate degree, including a minimum of 2 years exp working with people with psychiatric/emotional issues and substance abuse problems; High School graduates must have 4 years related exp; must have good oral and written communication and analytical skills

Communilife: Administrative Assistant (Bilingual English & Spanish) - Bachelors Degree in human service work, business administration, finance or a related degree; 2 years of office administrative exp and proficiency in Microsoft Word and Excel required; exp working with HIV/AIDS population; must be bilingual in English & Spanish

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Courier Service: Seasonal Delivery Service- HS Diploma/GED not required; at least 6 months commercial driving exp (large size commercial vehicles) within the last 3 years which must be verifiable by telephone; company conducts background check; bring employer contact info with complete employment dates

Daycare Facility: Assistant Teacher-- HS Diploma/GED required; must have college credits or currently enrolled in Early Childhood Education program; exp working with young children center or family daycare is required; certified CDA and CPR a plus; company conducts background check

Food for Survival Food Bank: Assistant to the Chief Development Officer-BA or BS degree required; 5 years relevant work exp in administrative support in communications, marketing, or fund raising department or company; must have excellent written and oral communication, time management, and organizational skills

***Friends & Family: Group Teacher-Associate Degree in early childhood education plus teaching exp; 1-2 years teaching exp with children under age 5; company conducts background check**

***Friends & Family: Teacher's Assistant- HS Diploma/GED; completion of a recognized childcare training program is a plus; 6 months to 1 year of early childhood education experience**

***Hanac Taxi Cab Academy: Taxicab Drivers (Training In Queens) – Must be 19 years old or older; family assistance recipient or non-custodial parent with a child under 18 years old; valid NYS driver license (class E or CDL); class D driver license will be upgraded to a chauffeur's license through this training program; DMV license can not be probationary, suspended, revoked, conditional, or restricted; equivalent NJ, CT or PA driver motor vehicle license; NJ, CT & PA drivers will need a state abstract Driving record dated within 30 days; must read, write and speak English; company conducts background check, fingerprinting, medical exam and drug test bring original driver license, social security card, and/or court disposition(s)**

HHA Training/Certified Pool: HHA/Training/Certified- free training available; NYS HHA/PCA certificate; 3 months exp; work a flexible schedule; bring ID, 3 letters of references and NYS HHA/PCA certificates

Institute for Community Living: Skillbuilder (Direct Care Worker) - HS Diploma/GED required; must have current NYS driver's license; currently AMAP; SCRIP-R, CPR, and first aide certified; exp as a HHA or DCW with people with developmental disabilities; knowledge of OMRDD rules and regulations required

Institute for Community Living: Assistant Residence Manager- HS Diploma/GED required; must have supervisory exp and knowledge of OMRDD rules and regulations; 3 years exp as a DCW working with people with developmental disabilities; must have current NYS driver's license; currently AMAP; SCRIP-R, CPR, and first aide certified; company conducts background check

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Natural Blends: Food Service Worker/Chef-HS Diploma/GED highly preferred; must be able to work evenings; food handler's certificate preferred but not required

Non-Profit Organization: Project Manager (Brooklyn)-BA degree and 2 years exp; core exp in project management, real estate, finance, construction, or community development strongly preferred; excellent oral and written communication skills; proficient in Word, Excel, GIS a plus; company conducts background check

Non-Profit Organization: Counselor (Direct Care) -HS Diploma/GED required; exp working with similar population in a residential facility; must possess a NYS valid Driver's License; fingerprint clearance required

Non-Profit Organization: Senior Youth Advocate- BA degree in social services and exp working with youth; exp working in a social service setting or personal exp with street survival activities; 1 year work exp with homeless youth or harm reduction clients; bilingual ability a plus

Non-Profit Organization: Supervising Residential Specialist- HS Diploma/GED required; AA or BA preferred; 3 years supervisory experience working in residential facilities/human services settings; company conducts background check

Non-Profit Organization: Residential Habilitation Assistant- HS Diploma/GED required; 1 year exp working with people with disabilities in a health or residential facility; valid Tri-State (NY, NJ or Connecticut) driver's license with minimum of 6 months driving exp required

Non-Profit Organization: Bilingual Intake Worker (Cantonese speaking only) - HS Diploma/GED required; social service experience; Bilingual (Cantonese/English) a must; fingerprinting and background checks will be conducted by employer

Non-Profit Organization: Program Director (Afterschool)-relevant BA (child development, elementary education, physical education, or recreation) and 3 years exp is required; or relevant AA and 4 years exp; all exp must be supervisory capacity providing services to elementary or middle school students; bilingual (Spanish/English) is a must; fingerprinting and background checks will be conducted by employer

Non-Profit Organization: Assistant Program Director-BA and 1 year related exp is required; or AA and 2 years related exp; or HS Diploma/GED and 3 years related experience; must successfully complete a medical physical including PPD (annually); fingerprinting by NYC DOH & DOE; background clearance by NYS DOH Central registry, and sex offender registry clearance

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Non-Profit Organization: Porter/Maintenance-- HS Diploma/GED required; must have maintenance exp; able to lift and move 34lbs on a daily basis; good English writing and verbal communication skills; valid driver's license with no suspensions and fewer than 3 points is required; certified in a building trade, maintenance, building systems or equipment repair is required

Non-Profit Organization: Project Director (Manhattan) –MA degree preferred with at least 7 years job related experience in social service; minimum requirement is BA degree with at least 7 years job related exp in social services; qualified candidates must have job exp in employment, workforce development, or related field; must be successful in managing performance-based contracts

Non-Profit Organization: Overnight Aide- HS Diploma/GED required; Associates degree preferred; 2 years of consecutive work exp with chronically mental ill or HIV/AIDS population required; Bilingual in Spanish/English preferred

Non-Profit Organization: Social Worker I-BWS required; good writing/record keeping skills; ability to read, write, speak and understand English; ability to travel to clients homes using mass transit; knowledge of Yiddish, Russian, Spanish and Patois may be helpful

Non-Profit Organization: Social Worker II- Master of social work or equivalent Master's level degree in counseling, gerontology, psychology or related field; NYS Certification in Social Work preferred; LMSW required

Security Service: HS Diploma/GED required; 1 year or work exp in security required; exp with HIV/AIDS afflicted individuals, chronic mental illness, and substance abuse population a plus; current security guard license and 8/16 hr certifications are required; excellent written and oral communication skills and able to mult-task; Bilingual in Spanish/English preferred

***Security Guard Pool:** Security Guard- HS Diploma/GED required; 8 & 16 hr security certificate/security license; security experience is preferred; must read, write and speak English; criminal background check & random drug testing (NO FELONIES) conducted by employer; bring current certificates & license, photo ID, social security card and HS Diploma/GED

Ultimate Care: HHA (Certified)- candidates with certifications that are over 2 years must have a minimum of 2 years work experience; must be a certified Home Health Aide; criminal background check conducted by employer; bring State ID, birth certificate, social security card and reference letters