

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Supervisor II (Social Services) (Per-Diem)</u>	Salary:	<u>\$38.25 Hourly* - (Non-City minimum)</u> <u>\$43.99 Hourly **- (City minimum)</u>
Title Code:	<u>52312</u>	Number of Positions:	<u>1</u>
Office Title	<u>Eviction Support Specialist (Per-Diem)</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Bureau of Social Services/ Tenancy & Eviction Support Services</u>		

Additional Information:

This Per Diem position is full-time (35 hours per week) and is paid an hourly rate. Per Diem employees who work 35 hours/week receive health and dental benefits. Leave accrual rates for annual leave and sick leave is based on hours worked. Paid holidays will commence after 18 months of full-time employment.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

The Tenancy and Eviction Support Services (TESS) Unit works in partnership with Housing Court partners and NYC City agencies, including the City's network of case management agencies, caregiver programs, older adult centers, healthcare providers, and Aging Connect to identify and support older adults who are facing eviction proceedings in housing court.

NYC Aging seeks a dynamic, motivated, and detail-oriented individual to serve as an Eviction Support Specialist to provide direct case assistance to older adult tenants at risk of eviction by conducting comprehensive assessments, supporting clients in navigating housing court-related matters, and coordinating closely with court and community partners. The Specialist will engage in proactive outreach to referred older adults, stabilize housing crises, and ensure clients have the supports needed to remain safely in their homes. Services may be delivered through home visits, in-person support at Housing Court, and ongoing client communication via phone or other methods.

In addition, responsibilities will include:

- Provide quality social services to older adults who are at risk of eviction, with the goal of resolving housing crises and preserving tenancy.
- Prepare and submit emergency rental assistance applications, applications to community-based charities, housing subsidy recertification packages, and applications to other appropriate sources of support.
- Assist and advocate on behalf of clients applying for appropriate entitlements, benefits and other social services needed to address any unmet social service needs and ensure ongoing safety and stability in the community.
- Conduct field work, make home visits and attend housing court as needed to assist older adults clients.
- Report to Court partners regularly on client/case status and appear at Housing Court proceedings on behalf of NYC Aging/TESS clients when needed.
- Help establish and maintain community linkages and serve as a liaison to relevant community-based organizations.
- Refer clients to legal service providers, including HRA's Office of Civil Justice and NYC Aging's Legal Services for the Elderly providers.
- Create and maintain client records in accordance with all Agency and Program policies and procedures.
- Support special projects assigned by the unit Director.

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

A baccalaureate degree from an accredited college and two years of full-time satisfactory experience in social casework, at least one year of which must have been in a supervisory capacity.

Preferred Skills:

- Excellent communication and organizational skills, with the ability to manage multiple cases and deliverables simultaneously.
- Familiarity with New York City Housing Court processes, housing resources, and/or tenant protections.
- Knowledge of aging services, elder justice, or related social service systems in New York City.
- Strong collaboration skills; able to work effectively with clients, colleagues, courts, community-based organizations, and government partners.
- Proficient in Microsoft Office applications (Excel, Word, etc.); proficiency in data management systems preferred.
- Self-starter who works well independently and as part of a team, with flexibility to support a recently expanded eviction prevention program.
- Bi-lingual proficiency (especially Spanish/English) preferred.
- Master’s Degree in Social Work, Mental Health Services, Psychology, or a closely related field a plus.

NOTE: NEW YORK CITY RESIDENCY IS NOT REQUIRED FOR THIS POSITION.

TO APPLY

Please be sure to submit a resume & cover letter when applying.
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 #739036
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #739036
Please do not email, mail or fax your resume to NYC Aging directly.

55-a Program:

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program

Posting Date: January 27, 2026	Post Until: Filled	JVN No. 125-26-23 CW
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