

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING
CITYWIDE VACANCY NOTICE**

Civil Service Title:	Community Coordinator	Salary:	\$29.61* - \$34.05**
Title Code:	56058	Number of Positions:	1
Office Title:	Aging Specialist (Per-Diem)	Work Location:	2 Lafayette Street, NYC
Division/Work Unit:	Chief of Staff/ Aging Connect		

Job Description:

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

DFTA seeks a dynamic, motivated, and detail-oriented individual to serve as the Aging Specialist, reporting to the Director of NY Connects. The Aging Connect unit promotes the agency's services and priorities in the community through media relations.

The Responsibilities include but are not limited to the following:

- Answer Aging Connect calls and provide information on resources, services and opportunities available to older New Yorkers and caregivers.
- Manage contact and services provided to caller in the Correspondence Tracking System (CTS), DFTA's internal database utilized by Aging Connect, ensuring timely data entry into the system for adequate information captured for the purpose of reporting.
- Facilitate and or participate in health and human educational trainings, in and/or outside of DFTA.
- Conduct presentations to DFTA-funded program staff and external community partners.
- Provide technical assistance and training to Aging Connect staff.
- Makes recommendations on policies and procedures.
- Other duties as necessary.

***Non-City rate.**

****City incumbent rate.**

Minimum Qualifications:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above;
2. High School graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties described above; or
3. Education and /or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills:

A baccalaureate degree from an accredited college or university and three years of full-time satisfactory professional experience in social services, community relations, public administration or management, contract management, or social research and/or planning, of which at least one year must have been in the field of aging.

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 # 440091

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 440091

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

Posting Date: February 4, 2020	Post Until: Filled	JVN No. 125-21-06CW
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER