

**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>Senior Job Developer</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Bureau of Active Aging/ Senior Employment</u>		

Job Description:

The Department for the Aging (DFTA) is seeking a highly motivated Senior Job Developer to work with unemployed participants in the SCSEP Title V Program. The candidate's main objective will be to work with the business network of NYC to bring in job opportunities for the participants and to build a robust network of employers for the program.

The Senior Job Developer will report to the Director of the Senior Employment Program and will perform the following duties and responsibilities:

The primary function will be to contact and visit employers to develop job opportunities for Senior Employment participants.

- Develop a strong marketing approach to businesses in the Local New York City area which includes the 5 Boroughs.
- Target employer's recruitment and hiring campaigns in progress throughout the city.
- Build a robust job bank for the SCSEP Title V Program which will include extensive field work.
- Demonstrate to the employer the effectiveness and profitability of employing short term and long term unemployed seniors by identifying jobs that senior workers can perform.
- Establish strong links with all WorkForce1 programs in New York City to develop job opportunities for SCSEP Title V participants who are enrolled in the program.
- Work closely with all Job Development staff to help match job opportunities, make presentations on the details of the requirements and process of recruitment as well as job aspects.
- Identify and assess customer's skills and interest and document the information in Individual Employment Plan (IEP). Prepare updates of all associated employment information, including job referrals and job placement activities in the IEP.
- Place a minimum of (4) SCSEP Title V participants per week.
- Show an increase of new employer networks in the program's job bank weekly.
- Document and maintain job referrals made for each trainee and enter information in DFTA's STARS database.
- Facilitate job preparation workshops on resume writing, cover letters, thank you letters, interviewing skills, job retention and other job related areas.
- Provide strong coaching approach to prepare SCSEP Title V participants for employment.
- Review SCSEP Title V participant's records to ensure information on referrals, employer contacts, job placement activity and IEP is recorded and updated to ensure that all placement data records are prepared for audit.

***Non-City rate.**

****City incumbent rate.**

Minimum Qualifications:

A Baccalaureate degree from an accredited college and two years of experience in community work or community centered activities listed above, or a high school diploma or equivalent with six years of experience in community work or community centered activities in the areas listed above; or equivalent education/experience.

Preferred Skills:

Four years of experience in job development, career counseling at workforce or employment programs or in a government agency or community organization engaged in providing re-employment and community services to the public; or assisting members of the community in obtaining services; or the equivalent in education and/or experience. College (a combination of Sales/Marketing & Counseling or Sociology, Psychology or other behavioral sciences) may be substituted for experience on a year for year basis. However, all candidates must have had at least one year of full-time experience as described above.

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 #233031

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#233031

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

Posting Date: February 26, 2016	Post Until: Filled	JVN No. 125-16-25 CW
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER