

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID № 150012**

Civil Service Title: Community Associate
Title Code No: 56057
Office Title: POP Employment Counselor

Level: NA
Salary: \$40,000 - \$50,000
Work Location: TBD
Number of Positions: 4

The Parks Opportunity Program (POP) provides on the job training, employment readiness counseling and job placement assistance to Work Experience Program (WEP) and transitional trainees.

MAJOR RESPONSIBILITIES

- Under general supervision, with latitude for independent initiative and judgment, perform responsible work for the POP Program.
- Provide individual and group counseling with the goal of assisting participants to find employment and achieve goals related to job readiness and self-sufficiency.
- Conduct daily group sessions of 20-30 clients following a standardized employment-counseling curriculum.
- Train and supervise subordinate personnel and maintain accurate and comprehensive computerized case records and progress notes.
- Evaluate client needs and barriers to employment, providing appropriate referrals and follow-up.
- Work collaboratively with Job Development, Training and Senior Counseling staff to guarantee comprehensive client services.
- Maintain appropriate tracking system to ensure quality of services for clients and to monitor client participation in work assignments, training and referrals.
- Under supervision, ensure best practices approach to counseling and assist in development and implementation of outstanding client service provision.

QUALIFICATION REQUIREMENTS

1. High School graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above, or
2. Education and/or experience which is equivalent to "1" above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. A Master's degree in social work or counseling or a Bachelor's degree in social work with post-graduate experience.
2. Experience working with the welfare-to-work population and knowledge of citywide resources.
3. Strong assessment and crisis intervention skills.
4. Experience with case management and working with groups.
5. Bilingual in English and Spanish.
6. Computer proficiency in Microsoft Word, Excel and Access.
7. High level of enthusiasm for helping people obtain employment.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID: 150012**

Include your ERN on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID: 150012**

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS &
RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
M/F/D/V
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 05/02/14	POST UNTIL: 05/16/14	Job ID: 150012
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NOTE: All resumes must be received no later than the last day of the posting period.