






ECONOMIC SOLUTIONS CENTER

HOT JOBS - Jobs referrals available for those that qualify.

Updated: May 22nd , 2018



Office of Temporary and Disability Assistance

| Job Title | Sector | # of Positions | Location | Salary | Minimum Requirements | Hours |
|--|-----------|----------------|-----------|-------------------------|--|-------|
|  Stock Associate | Retail | 5 | Manhattan | \$13.00 Per Hour | Essential Duties and Primary Responsibilities include, but are not limited to: Utilize merchandise moving equipment such as hand trucks or pallet jacks, to move shipments from receiving platform to storage area. Assist with unloading, handling and moving freight as needed. Unpack and examine incoming shipments and record overages, shortages and damaged items. Compare information on purchase orders and/or shipping notices to goods received to verify accuracy of order and maintain records of the same. Attach or change price tags on merchandise. Prepare merchandise for the sales floor. Deliver processed merchandise to the floor. Write, type or enter information into computer to maintain inventory, purchasing, shipping or other records. Respond to inquires regarding entered data. Ensure accuracy of documentation of outgoing shipments (i.e. transfer and manifest), and prepare shipments for pickup by weighing and affixing appropriate labels and fill out appropriate paperwork and logs and maintain records of the same. Assist in ringing up sales at registers and/or bagging merchandise. Any other tasks as assigned from time to time by any manager. | PT |
|  Cashier | Retail | 5 | Manhattan | \$13.00 Per Hour | Key Responsibilities: <ul style="list-style-type: none"> • Greet customers entering Duane Reade location • Process all sale transactions by receiving payment by cash, check, credit cards, vouchers, or automatic debits. • Process merchandise returns and exchanges. • Register customers for the Dollar Reward Savings Club card. • Answer customers' questions, and provide information on procedures or policies. • Compute and record totals of transactions. • Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. • Issue receipts, refunds, credits, or change due to customers. • Issue trading stamps, and redeem food stamps and coupons (if applicable). • Maintain clean and orderly checkout areas. • Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately. • Resolve customer complaints. • Compile and maintain non-monetary reports and records. • Stock shelves, and mark prices on shelves and items. | PT |
|  Shift Supervisor | Retail | 5 | Manhattan | \$13.00 Per Hour and Up | Essential Duties and Primary Responsibilities include, but are not limited to: Manage and track store financial performance, cash control, inventory, safety, customer service and management of entire staff. Support assistant manager in the execution of all company initiatives. Lead by example and ensure the entire staff is providing superior customer service. Ensure price integrity is maintained to comply with weights and measures. Ensure compliance to applicable labor laws, legal requirements, company policy, and the collective bargaining agreement. Maintain positive working relationships with direct reports, peers, vendors, union officials, and corporate office personnel. Ensure marketing initiatives, plano-grams, and store conditions are compliant with the corporate standard. Prioritize, plan and coordinate work activities for the entire staff using effective time management skills. Ensure store is well stocked and product is rotated accordingly using a state of the art replenishment system. Establish and maintain a friendly hospitable harassment-free work environment. Motivate and lead others to perform a variety of tasks that all lead to one common objective. | PT |
|  Counselor | Education | 3 | Brooklyn | \$13.00 Per Hour and Up | SKILLS Ability to teach, motivate, and influence children in a team environment. Excellent written and oral communication skills. Proficient computer skills including a strong knowledge of Microsoft Suite. Enjoys organizing academic enrichment activities. Extremely reliable and patient. Comfortable working with a diverse population within a non-profit environment. QUALIFICATIONS Minimum of two (2) years experience working with students in elementary and middle school. Associates or Bachelor's degree preferred. Areas of study; General Education (K-8), Special Education, Social Work, Teaching, Professional Child Care, Psychology, or related fields. HOURS After-School Program: Monday - Friday 3:00pm- 6:30pm | PT |
| Teacher's Assistant | Education | 3 | Brooklyn | \$13.00/Hour | The Teacher Assistant will follow the daily schedule/lesson plan and implement students' objectives as indicated on their IEPs. Provide direct care services to students as needed. Participate in staff meetings and supervisory conferences. High School Diploma and NYS Certification as Teaching Assistant Level I or higher required. NYS Certification can be earned post hire. | PT/FT |



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| Maintenance Worker Floater | Maintenance | 1 | Manhattan, Bronx & Brooklyn | Based on Experience/Negotiable | The Maintenance Worker Floater will be responsible for the cleanliness and maintenance of our six school sites as per D.O.H. and OSHA requirements and regulations. The Maintenance Worker Floater must be willing to travel to all of our school sites. The schools are located in the Astoria section of Queens, the Central Park section of Manhattan, the Parkchester section of the Bronx, and the Williamsburg, Gerritsen Beach, and Dyker Heights sections of Brooklyn. High School Diploma with three to five years of experience required. US Valid Driver's License required. Must pass the S95 Certificate of Fitness exam. | FT |
| Custodian | Maintenance | 1 | Brooklyn | Based on Experience/Negotiable | Elementary School in Brooklyn is seeking a Custodian to join their team! The Custodian will be responsible for the cleanliness and maintenance of the school site as per D.O.H. and OSHA requirements and regulations. High School Diploma with three years of experience required. Must pass the S95 Certificate of Fitness exam. | FT |
| Behavior Trainer Assistant | Education | 4 | Manhattan, Bronx & Brooklyn | Based on Experience/Negotiable | Elementary School is seeking Behavior Trainer Assistants to join their team! Under the direction of the Behavior Trainer, the Behavior Trainer Assistant will implement an intensive behavioral model individually and/or in a group based on the theories of applied behavior analysis and/or TEACCH principles, in accordance with each student's Individualized Education Plan (IEP). Participate in program planning and communicate observations to Behavior Trainer and other team members. BA preferred. 60 college credits in Psychology, Education or related fields required. New York State Teaching Assistant Certification required. | FT |
| Special Education Teacher | Education | 2 | Manhattan | \$55,000 - \$65,000/Year | Seeking Special Education Teachers for Preschool Programs designed specifically for students age's three to five who are diagnosed with a disability. While addressing the New York State Learning Standards, Special Education Teachers at our schools implement methods geared towards students with autism, including Applied Behavior Analysis and TEACCH. Bachelors or Masters in Special Education or Early Childhood Education and Certification in Students with Disabilities Birth to 2nd Grade required. | FT |
| Habilitation Specialist/Direct Care | Healthcare/Education | 4 | Brooklyn | \$13.00-\$15.00/Hour | Qualifications/Requirements: High School Diploma or GED Six months of related experience is preferred but not required Valid New York State Driver's License and must maintain it in good standing Salaried employees must be approved Medication Administration Personnel (AMAP) at time of hire or within six months of date of hire in salaried status Skills and Abilities Required: Ability to read, write, speak and understand English Good oral and written communication skills Good interpersonal skills necessary to interact effectively with coworkers, employees, residents and their families Ability to analyze problems and determine corrective measures | FT/PT |
| Dispatcher Part-Time | Transportation | 3 | Brooklyn | \$15.00/Hour | Required Skills and Experience: Previous NYC dispatch or logistics experience highly preferred Strong knowledge of Manhattan and Brooklyn geography/street layout and experience with Google Maps and mapping software required Strong computer skills, including Excel Excellent communication and interpersonal skills Dependability, including the ability to be at work and on time, follows instruction, respond to management direction and solicit feedback to improve performance. Must be able to analyze data quickly and make determinations as to when to act independently; must also be a highly responsive and dependable team player that is able to follow instructions and management direction Customer service experience a plus. Emergency dispatch experience a plus | PT |
| Call Center Agent (Seasonal) | Transportation | 4 | Brooklyn | \$15.00/Hour & Up | Spanish, Korean, Chinese, and French speakers. Required Skills and Experience: Minimum 1 year of experience with call handling in a fast-paced Call Center environment Must have flexibility with scheduling: schedules may vary to accommodate the nature of our 24/7 operations Solid record of good attendance (verifiable by prior employer's references) Excellent customer service skills, interpersonal communication skills, and attention to detail Experience in technical troubleshooting and account issues with customers Orientation, reliability and excellent follow-up skills; must be able to manage challenging phone calls with patience, grace, and confidence High comfort level with computer-based work, including familiarity with Google Drive, Gmail and related services Previous experience with navigational software with GPS tracking and strong knowledge of New York City Boroughs | FT/PT |



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| Overnight Stock | Retail | 5 | Brooklyn | \$13.00 | Demonstrate ownership of stockroom organization (i.e. style, size, color) Ensure completion of shipments, transfers, damages and donations in a timely manner Ensure replenishment is done daily and accurately Ensure markdowns are done accurately and efficiently by appropriate deadline Audit sale items daily to ensure accuracy Report inventory needs to Operations and merchandise leadership team Responsible for housekeeping and reporting supply needs to management team Comply with safety and loss prevention policies | FT/PT |
| Cashier | Retail | 5 | Brooklyn | \$13.00 | Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; operating a cash register. Enters price changes by referring to price sheets and special sale bulletins. Discounts purchases by redeeming coupons. Collects payments by accepting cash, check, or charge payments from customers; making change for cash customers. Verifies credit acceptance by reviewing and recording driver's license number; operating credit card authorization system. | FT/PT |
| Case Manager | Social Services | 1 | Brooklyn | Base on Experience | Necessary Skills: Good interviewing skills and knowledge of behavior Excellent oral and written communication skills Ability to maintain accurate, confidential, and organized records Ability to motivate, convince, and affect change in behavior and attitudes of clients High level of computer proficiency (Word, PowerPoint, Excel) Working knowledge of the ALERT Facility Management Software Education: Bachelor's degree from an accredited college or university in behavioral, social sciences i.e. criminal justice, psychology, human services, BSW preferred. Must have a minimum of one year of experience in providing direct care services and case management to forensic populations in a community based setting. | FT |
| Security Gaurd | Security | 5 | Brooklyn | \$13.00 Per Hour and Up | Requirements: Customer Service and Good communication skills are mandatory - Must be flexible (open availability, Usual Shift: 8-4pm, 4-pm-12am, and 12am-8am) · Must have 8 hour and 16 hour up to date as well as the NYS Security Guard license · 6-12 months experience preferred. | FT/PT |
| Overnight Stock | Retail | 5 | Manhattan | \$13.00 Per Hour | Demonstrate ownership of stockroom organization (i.e. style, size, color) Ensure completion of shipments, transfers, damages and donations in a timely manner Ensure replenishment is done daily and accurately Ensure markdowns are done accurately and efficiently by appropriate deadline Audit sale items daily to ensure accuracy Report inventory needs to Operations and merchandise leadership team Responsible for housekeeping and reporting supply needs to management team Comply with safety and loss prevention policies | FT/PT |
| Cashier | Retail | 5 | Manhattan | \$13.00 Per Hour | Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; operating a cash register. Enters price changes by referring to price sheets and special sale bulletins. Discounts purchases by redeeming coupons. Collects payments by accepting cash, check, or charge payments from customers; making change for cash customers. Verifies credit acceptance by reviewing and recording driver's license number; operating credit card authorization system. | FT/PT |
| Construction Positions | Construction | 15 | Brooklyn | \$15.00 Per Hour and up | <ul style="list-style-type: none"> • Plumbers helper: 6 month's plumbing experience as a plumber's helper, 1-year Construction experience, Osha10, F-60 a plus. • Drywall/Carpenter Helper: 6 months drywall/taping experience. Must have Osha10 and construction site experience. • HVAC Helpers: Must have 2-3 years' sheet metal and duct work experience, construction site experience and Osha10. • HVAC Mechanic: 5 years' experience installing duct work, Construction site experience, Osha10 • Steamfitter/Pipefitter Helper: 2-3 years' experience as a pipefitter, Construction site experience, Osha10, F-60 Fire Guard and G-60 Fire Watch. • Steamfitter/Pipefitter Mechanic: 5 years' experience as a pipefitter, Construction site experience, Osha10, F-60 Fire Guard and G-60 Fire Watch. • Ceramic Tile Helper: General labor/tile helper. Ceramic tile/grout experience required. Must have Osha10, good work ethic and 6 month's construction site experience. • Concrete Form Worker: Must have Osha10, must have experience with concrete formwork and placement. • Mason Helper: Must have Osha10, 4-hour scaffolding, mason helper experience. Must be reliable and be able to pass a drug and alcohol test to get on site. | FT |



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| Enrollment Associate | Healthcare/Admin | 1 | Staten Island | Based On Experience | Responsible for processing referrals/applications in an accurate and timely manner, entering all information into Case Trakker, communicating with appropriate departments as needed, maintaining accurate records, and appropriately escalating any issues that arise. The Enrollment Associate understands and easily communicates the eligibility criteria for the line of business they work under, and utilizes those programs and software necessary for accurate processing of all referrals/applications received. Requires proficient use of excel. | FT |
| G&A Coordinator | Healthcare/Admin | 1 | Jamaica | Based On Experience | As an integral part of the Grievance and Appeals (G&A) Department, the G&A Coordinator lends their support in processing member-related grievances and appeals across CPHL's various lines of business. Process includes gathering, documenting, tracking, and pursuing resolution of complaints in accordance with regulatory and organizational guidelines to the member's satisfaction. Requires strong communication, organizational, computer proficiency, critical thinking, and problem solving skills. | FT |
| G&A Fair Hearing Specialist | Healthcare/Admin | 1 | Field | Based On Experience | The G&A Fair Hearing Specialist lends their support in processing member-related appeals across CPHL's various lines of business. Process includes gathering, documenting, tracking, and pursuing resolution of appeals and fair hearings in accordance with regulatory and organizational guidelines. Requires strong attention to detail and accuracy, PC proficiency, knowledge of Medicare, Managed Care, and medical terminology preferred. | FT |
| Help Desk Coordinator | Healthcare/Admin | 1 | Staten Island | Based On Experience | Responsible for application support for Centers Plan for Healthy Living (CPHL) core systems (e.g., Medical Management, Claim, Data Warehouse, etc.). Reviews and resolves staff issues related to applications. Monitor jobs and file transfers to ensure they are successful and resolve any issues by working with vendors when applicable. Requires proficiency with MS applications, including but not limited to Word, Excel, Outlook, Power Point, Project and Access. | FT |
| Intake Field Coordinator | Healthcare/Admin | 1 | Field | Based On Experience | The Intake Field Coordinator is responsible for obtaining any outstanding documents needed by the Intake department, ensuring productivity, quality and compliance with all CPHL policies. The position entails reaching out to CPHL Managed Long Term Care Plan (MLTCP) referrals by phone as well as conducting home visits as needed; carefully explaining plan benefits and enrollment procedures; determining patient's current services and understanding what they are looking for today. The position requires excellent verbal communication skills, timely submission and maintenance of accurate records, and diligent follow up as needed on behalf of MLTC prospects. Requires vehicle and driver's license. | FT |
| Intake Representative | Healthcare/Admin | 1 | Staten Island | Based On Experience | Responsible for reaching out to CPHL Managed Long Term Care Plan (MLTCP) referrals by phone; carefully explaining plan benefits and enrollment procedures; determining patient's current services and what they are looking for today; and appropriately scheduling Intake RNs for in-home assessments. The Intake Representative acts as in-house liaison for RNs working in the field, insures that UAS* (New York State's clinical assessment tool) are assigned correctly, and tracks RN visit outcomes. Requires excellent customer service and data entry skills. | FT |
| Intake RN | Healthcare/Admin | 1 | Field | Based On Experience | Responsible for assessing a member's eligibility for the Managed Long Term Care program. The Intake Nurse will conduct a face-to-face comprehensive assessment utilizing NYSDOH approved assessment tool (UASNY) with a potential member in his/her place of residence. The Intake RN also utilizes CPHL's database of record, completing all necessary documentation to meet CPHL standards. This position requires thorough knowledge of CPHL's program and services, and the ability to communicate clearly the member benefits. Requires valid and unrestricted NYS RN License and Drivers License. | FT |
| Licensed Medicare Marketing Rep | Healthcare/Admin | 1 | Staten Island | Based On Experience | Responsible for selling the Medicare product directly over the phone for CPHL and scheduling appointments for Field Reps when a phone-close proves impossible. Requires Valid NYS Life/Health Insurance License. | FT |
| Member Satisfaction Coordinator | Healthcare/Admin | 1 | Bronx | Based On Experience | Under the direction of the Director of Operations, the Member Satisfaction Coordinator will be responsible for providing support and advocacy for current and future Centers Plan for Healthy Living (MLTC, MAPD and FIDA) members. The Member Satisfaction Coordinator will assist members with inquiries regarding the Centers Plan for Healthy Living programs. The representative will assist with inbound/outbound inquiries, quality application review, outgoing outreach activities, and will coordinate with members to ensure a positive experience with Centers Plan for Healthy Living. The Member Satisfaction Coordinator will also engage in implementing retention strategies to improve the member experience and customer satisfaction. Requires strong customer service skills and ability to multi task. | FT |
| Member Services Representative | Healthcare/Admin | 1 | Bronx Garden City Jamaica Staten Island | Based On Experience | Fulfills member needs and sends correspondences to ensure member satisfaction. Has knowledge of commonly-used concepts, practices, and procedures. Has knowledge of all LOBs, scripts, and workflows- or is able to obtain information rapidly as needed. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Requires customer service skills experience, excellent communication skills, strong attention to detail and accuracy, and PC proficiency. Knowledge of Medicare, Managed Care, and medical terminology preferred, bilingual highly preferred. | FT |
| MLTC Enrollment Junior Business Planning Analyst | Healthcare/Admin | 1 | Staten Island | Based On Experience | Responsible for analyzing and preparing timely reports all aspects of MLTCP that impact enrollments. The position is also responsible for the day-to-day upload and tracking of enrollments/disenrollment, and maintaining clean records in the CPHL database(s). This position acts as the CPHL contact with brokers such as Maximus and HRA to insure efficiency in enrollments, and resolve any discrepancies. Requires proficient use of excel and ability to analyze data, and multitask. | FT |



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| Quality Management Analyst | Healthcare/Admin | 1 | Garden City | Based On Experience | Responsible for supporting the overall direction, coordination and implementation of the QM program for CPHL, including, but not limited to UAS Reporting and coordination, as well as Clinical Management Operational reporting support and analysis; aimed at improving Quality of Care and Quality of Service. This will include the collection, management and analysis of quality data, and preparation of quality reports. The Quality Management Analyst will provide staff support to the Quality Management Committee and Clinical/Medical Leadership in matters of Quality Improvement and Management. Requires knowledge of data collection, extraction, organization, compilation and management, as well as reports development, utilizing clinical Care/Utilization Management and related software experience. | FT |
| UAS Reviewer | Healthcare/Admin | 1 | Jamaica | Based On Experience | Responsible for reviewing the assessments completed by Field Intake RNs, insuring consistency, quality and accuracy of documentation in compliance with NYDOH MLTC regulations and CPHL policies. Requires valid and unrestricted NYS RN and knowledge of UAS-NY assessment | FT |
| UM Care Coordinator | Healthcare/Admin | 1 | Garden City Staten Island | Based On Experience | Work within a multidisciplinary care team to assist with the care of members enrolled in our Managed Long Term Care program and facilitate authorization requests for eligible members. | FT |
| Um Clerk | Healthcare/Admin | 1 | Staten Island | Based On Experience | Responsible for data entry and administrative work. Require good computer skills and ability to multi-task. | FT |
| UM Nurses | Healthcare/Admin | 1 | Garden City | Based On Experience | Work within a multidisciplinary team to help identify and manage members who are in need of additional care or support in their home to improve their quality of life. The Utilization Management nurse will assess and process all authorization requests to determine medical necessity to ensure all care services, member education, and preventative interventions are maintained. Requires valid and unrestricted NYS RN License, and utilization management experience | FT |
| Vendor Specialist | Healthcare/Admin | 1 | Jamaica | Based On Experience | Provide oversight of assigned delegated contracted vendors for all CPHL Products. The oversight includes relationship management, contract implementation, analysis and monitoring in accordance with CPHL operational and service goals. Requires vendor management experience, and knowledge of Microsoft office in word and excel. | FT |
| Residential Monitor/Aide/Counselor | Security/Social Services | 5 | Brooklyn, Queens | \$14 - \$15.00 Per Hour | High School Diploma or GED, required. Bachelor's Degree, preferred Prior military and/or public safety experience preferred First Aid/CPR certification F-80 Fire Safety Coordinator certification, preferred Bi-lingual (English-Spanish), a plus Valid Security Guard License 8 Hour and 16 Hour Certificates Must be willing to work all shifts and available for overtime, as necessary. | FT |
| Shift Supervisor | Security/Social Services | 3 | Brooklyn, Queens | Based On Experience | QUALIFICATIONS and REQUIREMENTS: High School Diploma or GED, required. Bachelor's Degree, preferred Valid Security Guard License 8 Hour and 16 Hour Certificates Minimum 2 years' experience working in a homeless shelter or program for at-risk individuals. Prior military and/or public safety experience preferred. Must be willing to work flexible hours, nights and/or weekends and overtime, if necessary. First Aid/CPR certification F-80 Fire Safety Coordinator certification, required (or ability to obtain F 80 certification) Bi-lingual (English-Spanish), a plus | FT |
| Maintenance/Porter | Maintenance | 1 | Brooklyn | Based On Experience | The Maintenance/Porter is responsible for the day to day maintenance of the physical plant of the facility and will execute routine, preventative maintenance and repairs, including but not limited to plumbing, electrical, carpentry (repairs to walls, doors, locks, etc.), painting of the common areas and client rooms, ensure the facility is maintained in a safe and sanitary fashion by adhering to regular cleaning and garbage disposal schedule, clean and sanitize room to prepare room new client, manage the facility's inventory of equipment, onsite contact for building inspections by city, state and federal agencies, maintain the building's heating, ventilation, and air conditioning systems, plumbing, masonry and painting, tile work and bathroom fixtures, and other parts of the building's infrastructure, address maintenance work requests for repairs, and all non-compliance issues | FT |
| Cook | Food Service | 1 | Brooklyn | Based On Experience | The Cook will prepare nutritional meals for program clients as per approved menus, develop meal plans in accordance with USDA standards, as required, maintain inventory of perishable and nonperishable items, order food (perishable and nonperishable) as required for meal preparation, ensure program stays within budget for food items, work with the Facility Director to ensure food environment adheres to sanitary and safety regulations, ensures knives and other sharps are properly maintained and stored safely, and perform other duties assigned by the Supervisor as required. | FT |



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| Guard II | Security/Social Services | 1 | Brooklyn | Based On Experience | <p>The Guard II oversees the shift security operations of the Brooklyn House Residential Reentry Center (RRC). In addition, Guard IIs are responsible for:</p> <p>Supervising a team of five or more security personnel, conducting room and facility common area inspections for sanitation, contraband and life safety infractions, conducting intake, monitoring resident activities both in and out of the facility Guard IIs administer substance abuse tests including random urine screening of residents; Complete a shift report after each shift and lead the shift briefing. Other duties as required by the Facility Director, Deputy Director for Operations and/or designee.</p> <p>Required Skills:</p> <p>Excellent oral and written communication skills Sound judgment Proficiency in Microsoft Office Suite Possess Leadership Qualities Must be willing to work any shift (days, evenings and overnights) including weekends.</p> <p>Qualifications</p> <p>High School diploma or equivalent; Associates Degree preferred Experience in supervising a team of security personnel within a residential corrections program NYC Fire Safety Director (F 02/ F80) and/or NYS Security Guard License (8 and 16 hour certificates)</p> | FT |
| Employment Specialist | Social Services | 1 | Brooklyn | Based On Experience | <p>The employment specialist assists shelter clients secure gainful employment to help them transition to permanent housing. Working with the case management and social services team, the employment specialist identifies appropriate job opportunities based on each client's education, skills, abilities and interests. The employment specialist is expected to:</p> <p>Bachelor's Degree, required Minimum two years' experience working in social service program as an employment specialist or job developer. Experience working with diverse populations –familiar with cultural competency. Knowledge of job market and employer contacts. Proficient in Microsoft Office (Word, Excel and Power Point).</p> | FT |
| Entitlement Specialist | Social Services | 1 | Brooklyn | \$35 - \$45k/year | <p>OVERVIEW OF POSITION:</p> <p>Document all benefits to which the client may be entitled. Provide technical assistance to clients to assist with the application process. Establish and maintain contacts with government agencies and community based providers as resources for clients. Maintain accurate client records and timely update case notes as required. Assist client with collecting, maintaining and retaining supporting documents as required to facilitate benefit applications. Track client applications and outcomes. Advocate for clients, as necessary, during the benefit application process. Accompany clients to appointments, as necessary Develop and deliver in service training to other program employees concerning available benefits and entitlements, including eligibility criteria. Other duties as assigned.</p> <p>QUALIFICATIONS and NECESSARY SKILLS:</p> <p>BA or BS in Human Services or Social Services related field, required Minimum two years experience as a benefit or entitlement specialist in a shelter setting Knowledge of CARES, a plus Strong advocacy skills Bilingual (Spanish) preferred Salary Range: \$35,000 to \$40,000–depending on experience and program site.</p> | FT |



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| Bike Mechanic | Transportation | 5 | Brooklyn | \$15.00 Per Hour | <p>Key Aspects of Position: Complete repairs in a professional and timely manner. Reliably report for work as assigned. Respond to requests from your manager(s). Assist in maintaining an OSHA compliant workplace. Ensure that all necessary reporting is accurate, complete and timely. Producing repairs at expected volume. Work under the guidance of the Bike Fleet Operations Manager. Other duties as assigned. May be required to work weekends.</p> <p>Required Skills and Experience: Two years minimum experience in professional bicycle repair. Strong analytical and problem solving skills. Adaptability – enthusiastically adapt to changes in the work environment. Dependability - Follow instructions; respond to management direction; communicate frequently; solicit feedback to improve performance. Passion for bikes, efficiency and sustainability. Proven technical and mechanical aptitude and innovation. Ability to work various shifts, as assigned. Flexibility in scheduling and location. Ability to stand for long periods of time, bend, stoop, and lift up to 50 pounds.</p> | FT/PT |
| Station Valet Attendant | Transportation | 5 | Brooklyn | \$15.00 Per Hour | <p>Required Skills and Experience:</p> <ul style="list-style-type: none"> • Ability to lift up to 50 pounds; stoop, bend, walk and stand for long periods of time. • Willingness to work outdoors, year-round and in all weather conditions. • Willingness and comfort with using the Citi Bike systems; ability to comfortably navigate Manhattan and Brooklyn on a Citi Bike in all weather conditions. • Ability to effectively communicate with co-workers and supervisors verbally and in writing. • Willingness and ability to work non-traditional hours and a split schedule. Station Valets, as part of this role, are responsible for typically working Monday through Friday during morning and early evening or late evening shifts. • Must be able to use a GPS-enabled smartphone. <p>Preferred Skills and Experience:</p> <ul style="list-style-type: none"> • Experience working in customer service. • Knowledge of New York City streets and geography (bonus points if you're a pro at riding on NYC streets on a bike). • Enthusiastic, all-hands-on-deck attitude; you love the idea of making Citi Bike work for hundreds of thousands of New Yorkers and visitors! | FT/PT |
| Ambassador | Transportation | 5 | Brooklyn | \$15.00 Per Hour | <p>Qualifications:</p> <ul style="list-style-type: none"> • Fervent desire to make bicycling and walking safer in New York City • Ability to work in a team environment to meet deadlines and accomplish common goals • A genuine love of their borough and New York City • Experience in community organizing and strong public speaking skills a plus • Fluent Spanish and/or Chinese speaking and writing skills are desired • Position requires a flexible schedule, including early mornings, nights and weekends • Work takes place mostly outdoors, candidates must be comfortable working outside • Comfortable engaging diverse community members face-to-face <p>Values:</p> <ul style="list-style-type: none"> • Commitment to social justice on New York City streets • Commitment to organizing people to achieve change • Comfortable working independently in a fast-paced campaign environment • Sense of humor | PT |



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| Squad Ambassador | Transportation | 5 | Brooklyn | \$15.00 Per Hour | <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Sell day passes and annual memberships via Point of Sale tablet. • Community outreach in assigned NYCHA neighborhoods and locations. • You will be assigned a tablet that you will be responsible for the duration of the season. • Approach and educate potential customers about Citi Bike including the bike features, removal and return procedures for bikes, kiosk signup, app and pricing. • Clear written and verbal communication of success stories, key learnings, operations updates, and shift recaps to managers. <p>Requirements:</p> <ul style="list-style-type: none"> • Outgoing go-getter who has the ability to relate to others and not afraid to approach anyone. Enthusiastic, energetic, positive attitude and a willingness to work outdoors and in all weather conditions. • Excellent communication skills • Highly responsible, well-organized individual • Team-player • Ability to take direction and to learn basic facts about the Citi Bike system, sales practices, and community equity programs. • Tech savvy, ability to learn company's Point of Sale system • Have a smartphone and ability to add and utilize new applications • This position will require frequent or prolonged standing or bicycling and ability to lift up to 50 pounds • This position will require work on weekends and possibly evenings. 18 years of age or older High school diploma or equivalency Fluent in English, additional language skills an advantage | FT/PT |
| Aircraft Cleaning Agent | Maintenance | 10 | Queens | \$13.00 Per Hour | <p>Job Responsibilities include but not limited to:</p> <p>Vacuum aircraft floors Wipe down and clean mirrors in lavatories Clean and remove trash from seat pockets Replenish seat pockets with airline materials Wipe down passenger food trays attached to seats Clean inside aircraft windows Pick up trash and clean aircraft cockpit Wipe down and clean aircraft overhead bins Remove and replace headrests and pillows Correct Handling of International Garbage as required by the Company, Carrier and the Department of Agriculture Comply with all federal, state, municipal, airport authority, and carrier security requirements</p> <p>Qualifications Include but not limited to:</p> <p>Valid Driver's License Must be able to follow instructions and work safely within limited time frames Ability to work in inclement weather</p> | FT/PT |
| Driver(Seasonal) | Transportation | 5 | Brooklyn | \$15.00 Per Hour and Up | <p>Key Aspects of Position:</p> <ul style="list-style-type: none"> • Follow safe work practices and help to create a safe working environment • Operate a vehicle for the purpose of moving bikes around the system • Load/unload vehicles with bikes. Dock/undock bikes at stations. • Reboot stations, replace station batteries as necessary • Respond to station emergencies such as accidents for the purpose of cleaning up debris and delivering/replacing station components • Communicate with dispatch using provided phone/radio/GPS unit interface • Perform minor vehicle maintenance such as replacing bulbs and fluids • Perform pre/post trip inspections for every vehicle trip and fill out associated paperwork • Report vehicle issues/problems to management and dispatch • Clean vehicles of litter and debris after every shift • Take direction from dispatch <p>Required Skills and Experience:</p> <ul style="list-style-type: none"> • Valid driver's license and acceptable motor vehicle record • Knowledge of New York City area geography and street layout • Willingness and ability to work off hours and/or weekends • Ability to lift up to 50 pounds; stoop, bend, and stand for long periods of time • Job may require hours that exceed 8 hours per day and/or 40 hours per week • Ability to effectively communicate with co-workers and supervisors • Ability to maintain confidentiality, remain open to others' ideas and willingness to try new things | FT/PT |



ECONOMIC SOLUTIONS CENTER

HOT JOBS - Jobs referrals available for those that qualify.

Updated: May 22nd , 2018



Office of Temporary and Disability Assistance

| Job Title | Sector | # of Positions | Location | Salary | Minimum Requirements | Hours |
|----------------------------|----------------------------|----------------|------------------------------------|-------------------------|--|-------|
| Package Delivery Drivers | Transportation/Warehousing | 5 | Brooklyn, Queens, Bronx, Manhattan | \$17.00 Per Hour and Up | This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. A DOT physical exam is required. Package Delivery Drivers must have excellent customer contact and driving skills, including the ability to operate a vehicle equipped with a standard (manual) transmission. Qualified applicants must have a valid driver's license issued in the state that they live. Package Delivery Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform. Full-time employees work eight or more hours per day and this driving opportunity is (Tuesday through Saturday). This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice | FT/PT |
| Part-Time Package Handlers | Transportation/Warehousing | 5 | Brooklyn, Queens, Bronx, Manhattan | \$13.00 Per Hour | Part-Time Package Handlers play a crucial role in the success in a warehouse environment, whether they're sorting packages, loading trucks or unloading trucks. No matter your role, you'll work closely with your team to ensure all the work behind the scenes is done safely and successfully. As a result, you're ensuring our customers receive their packages on time, directly impacting the bottom line on a global scale. As a bonus, the variety of shifts available (mostly Monday through Friday, Tuesday through Saturday or Sunday through Thursday, among others depending on location) will allow you to enjoy a healthy work-life balance and get your degree in your free time. Looking for an opportunity for growth? Fun fact: many of our senior managers started out as Part-Time Package Handlers while in college. Ready to take the leap? You'll learn all the ins and outs of the company and the position at a comprehensive orientation and warehouse tour. | PT |