



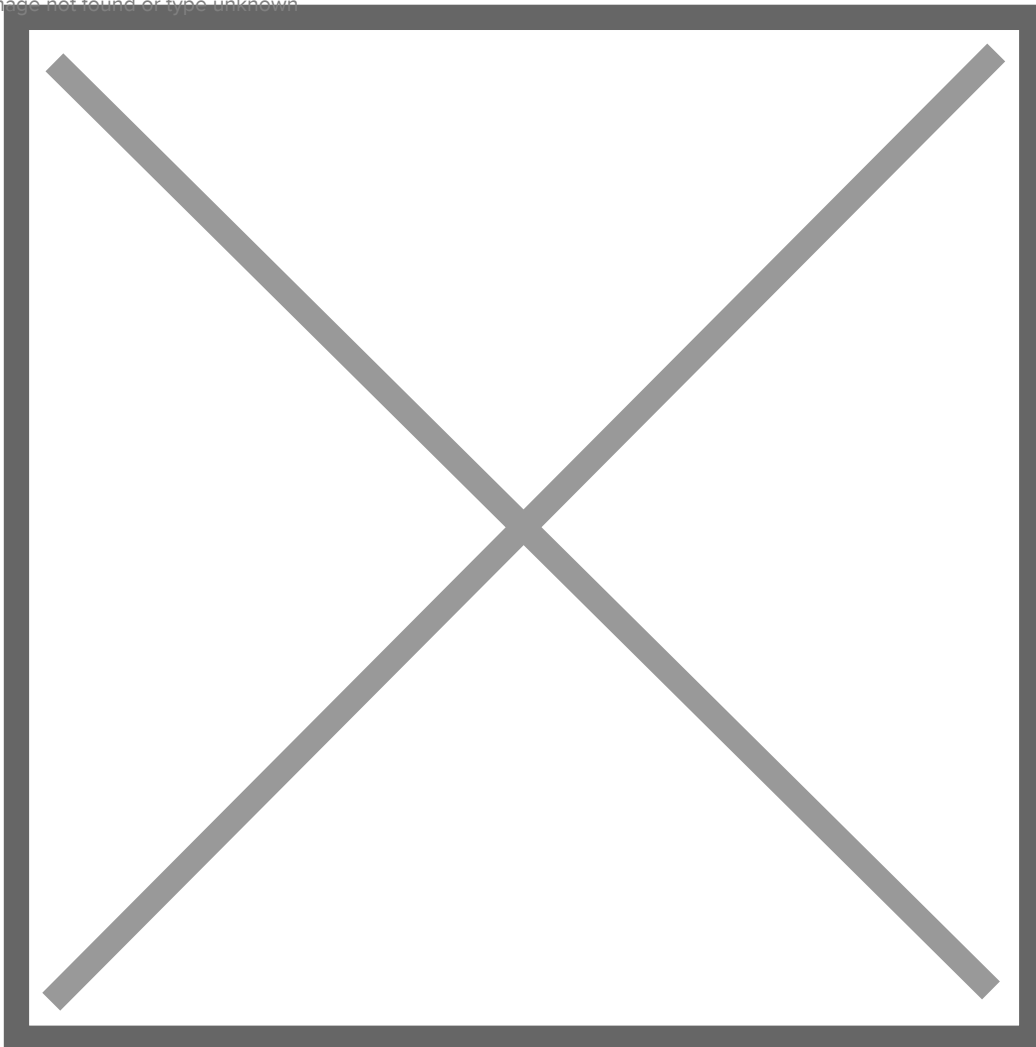
NEW YORK STATE SENATOR  
Martin Malavé Dilan

## New Jobs New York

MARTIN MALAVÉ DILAN March 10, 2010

| ISSUE: **UNEMPLOYMENT**

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For all posts contact the [Cypress Hills Local Development Corporation](#)

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### **The Front Desk Receptionist**

Interact with tenants, guests and staff in a professional and courteous manner, while monitoring the safety of the tenants and the building. This includes greeting tenants and guests in professional, courteous and hospitable manner; monitoring the safety and security of building and its tenants and reporting any problems if necessary; monitoring the proper functioning of building systems and notifying the superintendent if necessary; answer telephones, take messages, prepare work orders for repair and maintenance problems reported by tenants or observed during shift, etc.

8 and 16 Security Clearance

And their Fire Guard's would be enough to separate them from the rest of the pack.

HS diploma/GED needed.

### **Sales Representative/Cashier**

Prominent Men's clothing store is looking for a Customer Service minded individual to work as a Sales Representative or a Cashier.

Pay rate is 9.00 per hour, with a 35 hour work week. Candidate must have experience working in a clothing store and/or retail store in the same capacity. A GED/HS Diploma, and Driver's License is not necessary. They are more concerned with the experience.

The candidate must possess outgoing and friendly personality, Patience, Cash handling experience.

### **Security Guard**

DESCRIPTION: Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry. Obtains help by sounding alarms. Prevents losses and damage by reporting irregularities; informing violator

REQUIREMENTS: Must have clean and valid NYS drivers license, and security experience. Must be able to drive stick shift. Must be bilingual spanish.

DIRECTIONS: B37 to 3rd ave & 6th st 2 blocks

\$9.00 / hour

### **Customer Service Representative**

DESCRIPTION: Car Rental Company, Interacting with customers, processing all rental transaction; also explain all details of rental options and extra services at the time of each rental. Light administrative duties required. The potential candidates must be able to multi-task; possess strong communication and problem solving skills; ability to understand, read

and write English and be computer literate and friendly.

REQUIREMENTS: Must have a valid Driver's License. High school diploma or equivalent. Must have the ability to use a computer and be familiar with computer functions. Candidates will be taught the customized proprietary programs utilized by the company. Must be able to work in a team work, carry themselves in a professional and courteous manner. Must pass background check.

\$9.00 / hour

### **Direct Care Counselor**

DESCRIPTION: Residential group home for the developmentally disabled. Support adults as they learn independence skills like: socialization, cooking, cleaning and traveling skills.

REQUIREMENTS: Must have HS Diploma or GED. Must have clean drivers license for at least one year. Pass background and drug test. Must be flexible in shifts and locations.

\$9.10 - \$9.70 / hour

### **Public Safety Officer**

DESCRIPTION: 24 hour shift work patrolling inside and outside and office building complex. Uniformed officers, unarmed. May be walking or scooter or biking.

REQUIREMENTS: US Citizen and NYC Resident. 2 years security experience or veteran with honorable discharge. Pass drug screening. No criminal background. Valid NYS Driver's

License. Pass psychological and medical exam. 21 years and older. Commitment to work at least one year. Must have NYS Security License. Must be flexible for 6:30am-3pm; 2:30pm-11pm; or the 10:30pm-7:00am shifts.

\$23,000.00 / year

### **Front Desk Agent**

DESCRIPTION: Brooklyn Hotel. Check in and out of hotel guests. Tender payment for rooms and services. Maintain highest standards of guest service and quality. Answer incoming front desk calls. Make walk in reservations for those guests who arrive without reservations based on availability. Assist guests with any questions or requests. Verify all paperwork on all third party reservations. Assure that guest requests are directed to the proper department. Check Identification for all guests checking in to the hotel. Make adjustments to guest folios as necessary or directed by management. Report to Assistant Front Office Managers. Administer a cash bank. Balance cash bank on a daily basis Complete all paperwork related to cashier functions in accordance with accounting guidelines. Make a daily drop of received cash. Create an air of warmth and hospitality for hotel guests.

REQUIREMENTS: Ideal candidate must possess minimum of a High School Diploma or GED, Excellent communication skills, Bi-Lingual Spanish helpful, Positive demeanor, outgoing personality and able to work well under pressure. Customer Service and/or Hospitality experience. Willingness to work flexible schedules, holidays and weekends. Candidate should have a minimum of 6 months hotel experience. Must pass background check.

\$8.00 - \$10.00 / hour

## **Housekeeper**

DESCRIPTION: Brooklyn Hotel. Perform any combination of light cleaning duties to maintain clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.

REQUIREMENTS: Attention to detail and customer service oriented. Warm & friendly service attitude. Ability to lift & push 40-50 lbs and stand throughout shift. Basic communication skills. Must pass background check.

\$8.00 - \$8.50 / hour

## **Coordinator of Placement Services**

DESCRIPTION: Full-Time position; annual salary is mid 40s, plus an excellent benefits package.

REQUIREMENTS: The Coordinator of Placement Services is responsible for managing the Assisted Competitive Employment (ACE) Program by overseeing the recruitment and intake of applicants, development and implementation of the program curriculum, and providing support groups for program participants. The Coordinator is also responsible for obtaining job placements for the Forensic Peer Specialist Training Program and Peer Specialist Training Programs. Some of the essential job functions include identify and develop potential internship sites and permanent placement opportunities for all programs; responsible for placement of all eligible trainees on internship sites in human service positions; complete and maintain documentation of all outreach to internship sites and

employers; coordinate of the Assisted Competitive Employment program; supervise Internship/Employment Placement Team; oversee Intake process for the ACE Program; responsible for assessment of vocational needs of each program participant; provide job development and employment placement services/supports; responsible for timely development and updating of participant's resumes; ensure completion of weekly and monthly updates and progress notes, etc.

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#### Qualifications:

Qualified candidates must have a minimum of a high school diploma or equivalent (GED); must be a recipient/survivor of mental health services (required); two years of job development experience, preferred; previous experience in working with persons with psychiatric disabilities; must be fingerprinted and cleared by the Office of Mental Health (OMH); ability to market HTH programs to employers; ability to organize, multitask and prioritize work; possess strong understanding and practice of recovery and wellness; advanced analytical and innovative problem solving abilities, etc.

Bilingual candidates are encouraged to apply.

#### **Office Coordinator**

DESCRIPTION: Full-Time position; annual salary is low to mid 30s, plus an excellent benefits package.

REQUIREMENTS: The Office Coordinator provides administrative support for the Center in a professional and courteous manner, while monitoring the safety of the center. Some of the essential job functions include but are not limited to provide daily management, under direction of Deputy Director, of limited accounting activities related to disbursements of petty cash, check request preparation, transportation vouchers, and accounts payable for non-government contracts; provide coverage in the front desk area, including the enforcement of the visitor identification policy, answering phones, taking messages, daily desk log entries, handling packages and providing routine information about Community Access and the Howie T. Harp Peer Advocacy Center; assist with the coordination, scheduling and handling of administrative preparation for special or routine events for the Center; manage the maintenance and repair of office equipment (copiers, fax, postage, printers), etc.

Qualifications:

Qualified candidates must have a minimum of a high school diploma or equivalent (GED); must be a recipient/survivor of mental health services (required); ability to interact with people in a professional and courteous manner; previous experience in customer service, preferred; possess appropriate telephone manner; must be fingerprinted and cleared by the Office of Mental Health (OMH); bilingual Spanish-speaking, preferred.

**Service Coordinator:**

DESCRIPTION: The Service Coordinator provides support services to assigned program participants, including assisting with defining personal, vocational and educational goals.

REQUIREMENTS: Provide assistance to program participants using a person-centered model that supports individuals in their recovery, hopes and opportunities. A Service



Coordinator is responsible for providing recovery oriented support services and outreach to assigned program participants; developing and assisting in implementing service plans determined by goals of program participants, including reviewing service plans with program participants, identifying progress and revising plan as needed; producing and maintaining thorough, accurate and timely documentation, including charts and documentation of interactions with program participants, services provided, important information and/or events; assisting program participants in advocating for quality care received from external service providers, including educating providers on special issues, etc.

QUALIFICATIONS:

Qualified candidates must have minimum of a high school diploma or equivalent (GED) – Bachelor's degree, preferred; must be fingerprinted and cleared by the Office of Mental Health (OMH); commitment to recovery oriented practice; excellent oral and written communication skills; ability to maintain confidential information, as related to position; be skilled in conflict mediation/negotiation and have an assertive approach to problem solving; bilingual applicant's encouraged to apply.