



NEW YORK STATE SENATOR

Gustavo Rivera

## State Senator Gustavo Rivera's Employment Bulletin

GUSTAVO RIVERA April 25, 2016

| ISSUE: [EMPLOYMENT BULLETIN](#)

# State Senator Gustavo Rivera's Employment Bulletin

**Hello Friends and Colleagues!**

**The leaves on the trees are growing and so is the Bronx! Please help to distribute the following employment and training opportunities to your neighbors and networks to help the Bronx continue to grow.**

Did you know you can give a copy of your resume to the Office of State Senator Gustavo Rivera and we will submit it to the NYS Department of Labor's Job Bank? For resume help and more, call our Office at 718-933-2034.

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### **1. NYC Parks is Hiring**

NYC Parks is currently looking for enthusiastic job seekers who have a passion for helping New Yorkers get fit, learn about the natural world, play sports, and have fun through our free public programming citywide. We are looking to fill positions including:

Swim Instructors

Summer Camp Counselors

Seasonal Urban Park Rangers

"Kids in Motion" Playground Associates

Mobile Recreation Unit Playground Associates and Supervisors

"Summer Sports Experience" Playground Associates

Piping Plover Monitors

Adventure Course Facilitators

The length of employment for these positions ranges from two - eight months with pay rates up to \$19.51/hour. Those that are interested can go to our website to view all of our seasonal job opportunities, which also include maintenance and other skilled trade positions.

<http://www.nycgovparks.org/opportunities/jobs/seasonal>

## **2. Services for the Developmentally Challenged is Hiring!**

We are looking to hire three people as Medicaid Service Coordinators. Services for the Developmentally Challenged (SDC) is a small, progressive agency which began by providing Medicaid Service Coordination to twenty-five families in the Bronx. During that same year, we started a monthly family support meeting to provide education to families. In 2001, we opened our first two homes and opened a third home in 2005. To date, all of our residences are located in Riverdale in the Bronx. In 2012, SDC opened a Day Habilitation and Prevocational Program that provides an academic and prevocational program to individuals who see a future in the work force.

### **Responsibilities of the Medicaid Service Coordinators:**

- Detail oriented, strong organizational skills, and problem solving ability. Ability to meet deadlines, to support multiple projects, and to work both independently and as part of a team.
- To provide on-going and continual communication with service providers and families/advocates.

- Completing all necessary documentation- Monthly Note, ISP (Annual/Semi-annual), SCOR's and LCED's within required timeframes.
- To meet all Medicaid billing requirements through documentation.
- To complete 2 SCORS (Service Coordination Observation Reports), reviewing the report and if any problems are noted, sending copies of the report to the responsible agency and ensure that appropriate action is taken.

**Requirements:**

- 4 year degree
- Experience working with individuals with Intellectual Disabilities
- Finger Printing
- Background Check

**3. Are you ready for a career in the NYPD?**

The NYC Police Department employs over 55,000 people, of which over 17,000 are civilians in a variety of exciting, diverse, well-paying careers. The City fills many of its positions through the Civil Service Process. Taking an exam is often the beginning of a hiring process that may lead to employment with the City. Visit <http://nypdcivilianjobs.com/>

Sign up for Free NYPD Exam Tutorials here: <https://www.surveymonkey.com/r/ZBL6VZ2>

**4. FDNY is Recruiting & the FDNY Exploring Program**

The FDNY is actively seeking young people to consider a career as a Firefighter. Visit their current openings page for more information on becoming a Firefighter as well as civilian

jobs: <http://www1.nyc.gov/site/fdny/jobs/career-paths/current-openings.page>

Are you 14 to 20 years old and considering a career with the FDNY

### **FDNY Exploring Program**

The FDNY Exploring Program is part of the Greater New York Councils Exploring Program. The Exploring Program gives New Yorkers (aged 14 to 20) the opportunity to gain valuable insight into a career at the Fire Department, while simultaneously building plans for their futures. The innovative program helps participants gain work experience and assistance with educational and fitness requirements that are critical to successfully pursuing a career at the FDNY. Participants also develop contacts with FDNY Firefighters, EMTs, Paramedics and others already on the job.

Requirements to Join:

At least 14 to 20 years of age and enrolled in a high school, college or general equivalency (GED) program.

Proof of ability to maintain satisfactory report card average.

Provide a doctor's letter of good health.

Must be able to attend four meetings per month.

Pay an annual fee of \$15 (to cover liability insurance and administrative fees)

Enroll in the Program

FDNY Recruitment Unit

Phone: 718-999-FDNY (3369)

Open Monday to Friday, 9:00 am to 5:00 pm.

Closed on public holidays.

## **5. SUNY is Hiring!**

SUNY is hiring for multiple positions:

Construction Site Representative

Executive Director for Health Affairs

Associate Counsel, Real Estate and Contract Specialist

Assistant Financial Analyst, Office of the University Controller

For more information and to apply, visit: [www.suny.edu/SUPEmployment](http://www.suny.edu/SUPEmployment)

## **6. Available Positions at Community Organizations**

a. **Mid-Bronx Senior Citizens Council (MBSCC)**, established in 1973, remains one of the most successful, non-profit, community development organizations committed to supporting the residents of the South and Mid-Bronx through their far-reaching social programs. They would like to receive your resume:

<http://www.midbronx.org/employment>

b. **Part of the Solution (POTS)** looks for staff members who are committed to helping people move from crisis to stability and ultimately, self-sufficiency and to providing services with professionalism, compassion and respect. POTS is an equal opportunity employer with a competitive benefits and salary package. Visit [potsbronx.org](http://potsbronx.org) to learn more about their services. Please visit Idealist for current openings and follow the

application instructions on the posting:

<http://www.idealists.org/view/nonprofit/JdbNcnw644FP/>. No phone or fax inquiries will receive a response.

c. **GrowNYC** has a few new jobs for which we're looking to hire:

<http://www.grownyc.org/jobs-and-internships-grownyc>. If you are interested in working for a Greenmarket farmers or producers, either at their market stand or as an intern on the farm, please see the job listing here: <http://www.grownyc.org/farm-and-farm-stand-job-opportunities>. Note – Greenmarket farmers and producers operate independent businesses. Individuals hired by Greenmarket producers are not employees of GrowNYC or Greenmarket.

d. Available positions for **NYC Criminal Court**:

[http://www.courts.state.ny.us/careers/jobsmap\\_nycli.shtml](http://www.courts.state.ny.us/careers/jobsmap_nycli.shtml)

e. **BronxWorks** has available positions: <http://www.bronxworks.org/available-positions>. For information about their call for Security Guards, please see the flyer at the end of this document.

f. **Catholic Charities** Job Listings: <http://www.ccbq.org/work-opportunities/job-listings>

g. **Association for Neighborhood and Housing Development (ANHD)** Non-Profit

Employment Listings: [http://www.anhd.org/?page\\_id=41](http://www.anhd.org/?page_id=41)

h. **The Point** lists many Community Job Opportunities:

<http://thepoint.org/communityjobs.php>

i. **CAMBA** Career Opportunities: <http://www.camba.org/about/careeropportunities>

j. **CITYLIMITS.org** has an ongoing, up-to-date Job Board: <http://citylimits.org/jobs/>

## **7. Next Level Bronx: Businesses Seeking Growth**

The goal of Next Level Bronx is to give small Minority, Women and Disadvantaged Business Enterprise owners the tools, training, and networks to turn growth plans into action.

The EDC provides customized training for business owners who have been in business for at least 3 years, have an annual revenue of at least \$250,000, and have at least 1 employee besides the owner. This is a seven-month program that helps participants emerge with successful, growth-oriented businesses. The program includes 100 hours of combined in-class time, pre-work/assignments and peer-to-peer mentoring. For a breakdown of the curriculum, view the program syllabus now:

[http://www.nycedc.com/sites/default/files/filemanager/MWBE/Next\\_Level\\_Bronx/StreetWise\\_1](http://www.nycedc.com/sites/default/files/filemanager/MWBE/Next_Level_Bronx/StreetWise_1)

We are currently identifying small to medium size businesses that specialize in professional services located within the Bronx that show a high potential for growth. Through this unique training opportunity, we provide participants with the know-how, networks, and resources to grow a successful business. Space is limited and applicants will be interviewed.

This program is brought to you by NYCEDC with curriculum provided by Interise, and with generous support from Citi Community Development. The Bronx Overall Economic Development Corporation, the Bronx Chamber of Commerce, Assemblyman Michael Blake have partnered to help launch this major initiative. Should you have any questions, please feel free to contact Lucy Christensen at [lchristensen@edc.nyc](mailto:lchristensen@edc.nyc) or 212-312-4242.

## **8. Opportunities for a Better Tomorrow Paid Job Training Programs**

Learn job skills and take classes to earn your High School Equivalency Diploma (formerly known as the GED) Get the education and skills you need to gain employment and thrive in



your career.

Participants take classes in Business English, Business Math, Keyboarding, Office Procedures, Computer Training, Public Speaking & Communication, and World of Work. Pre-TASC and TASC classes (formerly GED) are taught on-site by teachers from the NYC Department of Education (District 79). Participants also have the opportunity to earn the National Retail Federation Customer Service Certification and the Microsoft Office Specialist Certification. Each participant is assigned to a supervisor (counselor) who monitors the trainee's progress and offers one-on-one assistance with personal, educational, and career problems. We place a great emphasis on improving soft skills and demand professional behavior, attire, attitude, and communication at all times.

Get real work experience while earning \$3,150 in 14 weeks! Learn the skills you'll need on the job and gain work experience you can add to your resume.

This 14-week program includes three weeks of job training classes followed by an 11-week paid internship. Internships are available at large corporations, small businesses, nonprofits, and government offices. Participants have the opportunity to earn their National Retail Federation Customer Service Certification and their Microsoft Office Specialist Certification.

Get the training and experience you need to have a successful career as a medical administrative assistant.

Earn your Medical Administrative Assistant Certification from the National Healthcareer Association and learn medical terminology, basic bookkeeping, communications, telephone techniques, and customer service. Participants will intern in medical offices and receive job placement assistance.

Learn how to design and build websites and obtain the skills to analyze information using digital technology. Develop critical thinking skills using entry level programming languages.

Participants will learn HTML, CSS, GIT, introduction to JavaScript, JQuery, and Mobile response. Participants will earn the Adobe Photoshop Creative Cloud certification, Microsoft Office Specialist certification & NRF customer service certification. Participants will also get the opportunity to build websites for small business, nonprofits and community organizations. Upon completion of the 15-week program, participants will receive assistance with job placement assistance or advanced training and college education.

For more information, please contact Opportunities for a Better Tomorrow

Y Roads Center

332 East 149th Street

Bronx, NY 10451

Tel. 718-215-6980

## **9. HOPE Employment Training & Placement**

HOPE has new classes starting on April 18, 2016. To enroll in one of these classes and get started on a new career, attend an Information Session, held every Tuesday and Thursday morning at HOPE (1 Smith Street, 4th Floor, Brooklyn, NY 11201). Please arrive on time for a 9 AM sharp start time.

As a HOPE student, you will:

Write a resume for the job you want

Complete a work internship

Interview with top employers

Get one-on-one support from employment professionals

Practice conflict management and customer service skills

Upgrade your computer skills and learn how to apply for jobs online

Eligibility: HOPE is a competitive program. We expect prospective students to:

Be ready to work full-time

Participate fully in a full-time 35-hour/week program for at least 8 - 12 weeks

Be in active recovery, if applicable

Be able to read, write and speak English

Be 18 years or older

Have identification to establish their identity and to show they can work in the US, as per the I-9 form

Be ready to partake in all parts of [The HOPE Program](#) including full-day work readiness training, 9am-5pm; internship to gain references and recent work experience; twice weekly computer classes on Windows (including Microsoft Word and Excel) and email; workplace math and reading classes; work wellness classes; and twice weekly job club following the training until a job is secured

Be able to work flexible hours (including evening, overnight, and weekend shifts, and shifts that change without much advance notice)

For more, visit: <http://www.thehopeprogram.org/>