

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: HUMAN RIGHTS SPECIALIST (CCHR)	LEVEL: N/A
TITLE CODE NO: 55018	SALARY: \$49,371-\$56,777 (1 POSITION)
OFFICE TITLE: HUMAN RIGHTS SPECIALIST-SOI UNIT	WORK LOCATION: 22 READE STREET, NEW YORK, NY 10007
DIVISION/WORK UNIT: LAW ENFORCEMENT BUREAU (LEB)	
HOURS/SHIFT: DAY, 9-5; ON OCCASION, CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR ON WEEKENDS TO SUPPORT THE DUTIES OF THE POSITION.	

Job Description

The Commission on Human Rights (the Commission) is the agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation. Through its Law Enforcement Bureau (LEB), the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, retaliation, and other violations of the NYCHRL.

The Commission’s Community Relations Bureau (CRB) is empowered to take action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. Both bureaus collaborate closely to work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

The Commission is seeking to hire a qualified Human Rights Specialist for the Source of Income Unit to serve in LEB.

Responsibilities include:

- Respond to members of the general public who have been denied housing: screening calls and performing a preliminary assessment to determine whether a caller should be scheduled for an intake appointment with the SOI Unit; providing information including, but not limited to site locations, phone numbers, and functions of the agency; and referring callers to appropriate and/or additional services.
- Work with community organizations and connect members of the public with them for services.
- Perform data entry, generate letters, and otherwise facilitate communication with members of the public making inquiries at CCHR.
- Enter/update/retrieve information on an electronic information storage system in order to facilitate agency operations.
- Maintain an organized, retrievable filing system
- Provide day-to-day administrative support to the SOI Unit and LEB, mail and manage correspondence, and docketing and service of complaints.

- Prepare and submit reports and forms in accordance with agency reporting requirements.
- Proficiency in Microsoft Office programs.
- Assist with community-based outreach about the NYCHRL and related issues to community groups, tenant groups, grass-root organizations, non-profit organizations, private entities, and governmental agencies. Meet with members of the public to perform a preliminary assessment of the individual's needs and/or claims of discrimination.
- Performs all duties as needed to advance the work of LEB

Qualification Requirements

1. A baccalaureate degree from an accredited college plus two years of satisfactory full-time experience in intergroup relations*; community relations; civil rights law enforcement; block or tenant organizing; investigations related to law enforcement; labor or industrial relations; education; social work; or law; or
2. A four-year high school diploma or its educational equivalent and four years of satisfactory, full-time experienced as described under "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have a four-year high school diploma or its educational equivalent and must possess at least one year of experience described under "1" above.

* "Intergroup relations" is defined as experience in which the employee's major responsibility is to facilitate communication and cooperation, and mediate tensions between different groups.

Preferred Skills

Preference will be given to candidates with the following skills:

- Strong relationships with organizations and groups serving diverse communities in the City and two years' experience working with some of the following people and communities: immigrants; people of color; people with limited English proficiency; people living with HIV/AIDS; lesbian, gay, bisexual and/or transgender people; people with disabilities; and people with criminal or arrest histories.
- Spoken and written fluency in a language other than English, preferably one common in New York City.
- Well-organized, assertive, and able to work independently and collaboratively.
- Strong work ethic.
- Excellent attention to detail and organizational skills
- Strong oral and written communication skills.
- Familiarity with the NYCHRL

- Demonstrated aptitude with electronic file systems or other data management systems

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for **Job ID# XXXXX**

For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# XXXXXX**

Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

NOTE: This position may be eligible for remote work up to 2 days per week, pursuant to the Remote Work Pilot Program agreed to between the City and DC37.

New York City Residency is required for this position

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview

**THE NYC COMMISSION ON HUMAN RIGHTS IS AN
EQUAL OPPORTUNITY EMPLOYER**

POST DATE:

POST UNTIL: FILLED