



New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

Civil Service Title: Community Coordinator

Title Code: 56058

Business Title: Disability Case Management Supervisor

Salary: \$54,100-\$ 62,215 (Annual)

Division/Unit: Client Services/Medical

Vacancies: 1

Job Description:

The Client Services Medical Operations is seeking a Supervisor to work with the Disability Case Management Unit. The candidate should possess good organization and people skills and have supervisory experience. Working closely with the Manager of the Disability Case Management Unit, the Supervisor will among other things be responsible for:

- Overseeing Case Managers providing services to disability applicants.
- Providing an escalation point of contact for member related interactions.
- Creating and maintaining staff work-shifts activities
- As Needed Assist in the reviewing of Medical Board Reports.
- Prepare operational reports to track work progress of work in Operational systems
- Prepare meeting agenda and host staff meetings at a regular frequency
- Participate in meeting with the Medical Board physicians and NYCERS
- Review Medical Board schedules and ensure Case Managers are timely assigning clients to available Medical Board Exam slots
- Provide time and leave review and approval
- Prepare performance evaluations for case Management staff

Preferred Skills and Experience:

Must be able to work in a diverse and fast-paced environment and have the ability to manage and complete tasks within established deadlines and in an efficient manner.

Must be able to deliver excellent customer service.

MINIMUM REQUIREMENTS ARE ATTACHED

New York City residency is not required.

NYCERS is an Equal Opportunity Employer.

Internal candidates must have been rated satisfactory or better on their last annual evaluation.

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-23-0018 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID# 551206

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID# 551206



Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Note:

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.

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

Note:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.