



**DEPARTMENT OF JUVENILE JUSTICE  
JOB VACANCY NOTICE  
REPOST  
JVN# 130-08-0020C**



<b>Civil Service Title:</b>	Congregate Care Specialist, Level I	
<b>Title Code:</b>	52450	
<b>Office Title:</b>	Congregate Care Specialist, Level I	
<b>Salary</b>		
<b>Non-City Hiring Rate:</b>	N/A	
<b>City Incumbent Rate:</b>	\$33,309 - \$52,546	
<b>Unit/Location:</b>	145 <sup>th</sup> Street Facility 419 West 145 <sup>th</sup> Street New York, NY	Beach Avenue Facility 1101 Beach Avenue Bronx, NY
<b>Work Hours:</b>	7:30 a.m. – 3:30 p.m. // 3:30 p.m. – 11:30 a.m. // 11:30 p.m. – 7:30 a.m. Days off vary.	

**Job Description:** Under direction, is responsible for overseeing youth in City non-secure detention facilities. All work performed in accordance with the New York City Department of Juvenile Justice policies, procedures and within required deadlines. Responsibilities will include:

- Closely supervises residents at non-secure detention facilities. Escorts and /or transports residents to and from school, activities, court, and other appointments.
- Conducts contraband searches and inspections in accordance with agency policy.
- Conducts regular room checks and personal searches in order to maintain a contraband free and safe environment.
- Prevents absconds in non-secure detention facilities.
- Participates and assists in planning group and individual activities.
- Monitors and supervises completion of chores.
- Monitors youth personal hygiene and grooming ensuring residents are appropriately attired.
- Establishes and maintains schedules for bathing, laundry and ironing.
- Assists with homework.
- Prepares meals, when necessary.
- Observes and documents residents behavior.
- Follows medical and mental health protocols including dispensing medication as directed.
- Ensures adherence to daily routines and schedules.
- Utilizes physical restraint when intervening in incidents to prevent injury to residents or staff.
- Maintains the facility in a clean, safe and orderly fashion; ensures repairs and installations are requested and completed.
- Maintains activity and incident logs and makes computer entries. Prepares required reports.
- Participates in regular team meetings and in quality control initiatives. Attends case conferences.
- Maintains the fire safety log and conducts fire drills.
- Communicates to the supervisor all issues in a timely manner.

**Qualification Requirement(s):**

A four-year high school diploma or its educational equivalent and either:

1. Two years of satisfactory experience working with children or youths in a congregat residential institution or non-secure detention facility setting; or
2. An Associate degree or 60 semester credits from an accredited college, including 12 semester credits in psychology, sociology, social work, human services, criminal justice, education, nursing or cultural anthropology.

**Note:** For appointment to positions in the Department of Juvenile Justice, under Qualification Requirement “1” above, at least one year of the required experience must have been with juveniles ages 7 to 18.

**Certification Requirements:**

Incumbents of this position will be required to satisfactorily complete periodic training to get certification and re-certifications in areas required by the employing agency. Required certifications must be maintained for the duration of employment.

**Special Note:**

Section 424-a of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

**Note:**

For all staff hired by DJJ after November 1, 2006, a Motor Vehicle Driver’s License valid in the State of New York will be required.

**Anyone interested in applying for this position must submit a cover letter and two copies of resume including Job Vacancy Number to:**

NYC Department of Juvenile Justice  
Human Resources – Recruitment Division  
110 William Street – 14<sup>th</sup> Floor  
New York, NY 10038

**The New York City Department of Juvenile Justice is an equal opportunity employer  
\*\*\*New York City Residency is required\*\*\***

**Posting Date:** 3/12/08

**Posting Expires:** 3/26/08

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