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

<table>
<thead>
<tr>
<th>Civil Service Title:</th>
<th>Congregate Care Specialist, Level I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Code:</td>
<td>52450</td>
</tr>
<tr>
<td>Office Title:</td>
<td>Congregate Care Specialist, Level I</td>
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</tbody>
</table>

**Salary**  
- **Non-City Hiring Rate:** N/A  
- **City Incumbent Rate:** $33,309 - $52,546

<table>
<thead>
<tr>
<th>Unit/Location:</th>
<th>Work Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>145th Street Facility</td>
<td>7:30 a.m. – 3:30 p.m. // 3:30 p.m. – 11:30 a.m. // 11:30 p.m. – 7:30 a.m.</td>
</tr>
<tr>
<td>419 West 145th Street</td>
<td>Days off vary.</td>
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<tr>
<td>New York, NY</td>
<td></td>
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<tr>
<td>Beach Avenue Facility</td>
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<tr>
<td>1101 Beach Avenue</td>
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<tr>
<td>Bronx, NY</td>
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</table>

**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.
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- Monitors youth personal hygiene and grooming ensuring residents are appropriately attired.
- Establishes and maintains schedules for bathing, laundry and ironing.
- Assists with homework.
- Maintains the facility in a clean, safe and orderly fashion; ensures repairs and installations are requested and completed.
- 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 congregate 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.

**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 – 14th 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  
**JVN #130-08-0020C**