



**DEPARTMENT OF JUVENILE JUSTICE  
JOB VACANCY NOTICE**



**JVN# 130-06-0023C**

<b>Civil Service Title:</b>	Houseparent	
<b>Office Title:</b>	Houseparent	
<b>Salary</b>		
<b>Non-City Hiring Rate:</b>	\$30,727	
<b>City Incumbent Rate:</b>	\$35,336 - \$49,268	
<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>	Houseparents work a 12-hour day and a 60-hour work week.	
<b>No. of Position(s):</b>	<b>10 Positions (Per Annum)</b>	

**Job Description:** Under direction, is responsible for supervising 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 supervising residents at non-secure detention facilities. Escorts residents to and from medical, court and other appointments.
- Conducts contraband searches in accordance with agency policy.
- Maintains a contraband-free and safe detention environment.
- Prevents absconds by maintaining constant supervision of residents.
- 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.
- Drives various sized vehicles (up to 14 passenger).
- Observes and documents residents behavior.
- Performs regular bed checks.
- Dispenses 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.

**Qualification Requirement(s):**

- ▶ High school graduation or evidence of having passed an examination for a high school equivalency diploma plus one (1) year of experience in a children’s camp, institution, or other related work with children; or
- ▶ Education and/or experience equivalent to that described in “1” above.

**Additional Requirements:**

- ▶ 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.
- ▶ There are certain medical and physical requirements for this job. Must be trained in the Handle with Care Restraint Training Technique and Child Abuse Prevention Training and proof of an annual physical with test for TB are 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  
365 Broadway – 3<sup>rd</sup> Floor  
New York, NY 10013**

F/V/D The New York City Department of Juvenile Justice is an equal opportunity employer

<b>Posting Date: 5/02/06</b>	<b>Posting Expires: 5/16/06</b>	<b>JVN #130-06-0023C</b>
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