



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



JVN# 130-07-0024C

Civil Service Title:	Ombudsman
Title Code:	52695
Office Title:	Ombudsman
Salary	
Hiring Rate:	\$50,401
Incumbent Rate:	\$54,352 - \$62,837
Unit/Location:	Ombudsman Program Facility – TBD
No. of Position(s):	1

Job Description: The Department of Juvenile Justice operates secure detention facilities for youth 10-15 years of age at the time of admission, pending resolution of their court cases and/or awaiting transfer to New York State facilities. There are three secure detention facilities operated by DJJ. In all facilities, children receive medical and mental health care, educational services, case management and discharge planning services, and other programmatic activities and services. The Ombudsman will be required to have working knowledge of the NYS Office of Children and Family Services' regulations governing detention as well as DJJ's policies and procedures. Under the dual supervision of the Executive Director at each of the three secure detention facilities, the Ombudsman serves as an advocate for the children held in secure detention as well as report to the Department's Ombudsman Review Board and the Commissioner. The Ombudsman is responsible for investigating and resolving the individual complaints of, or on behalf of, children in secure detention. The Ombudsman also works with institutional staff on behalf of children and can recommend corrective actions as well as make policy and operational recommendations where appropriate. Additionally, the ombudsman is responsible for informing the Ombudsman Review Board of his/her activities and providing tours of the facilities for the ORB along with Executive Directors.

The Ombudsman's tasks include, but are not limited to:

- Educating residents on and increasing their awareness of the DJJ Ombudsman Program;
- Investigating and addressing complaints submitted by residents in a prompt and thorough fashion;
- Meeting regularly with the Executive Director and preparing monthly statistical reports for the Executive Director, Ombudsman Review Board, and the Commissioner, regarding resident complaints and resolutions;
- Meeting regularly with the Ombudsman Review Board; and
- Performing any and all related administrative tasks.

Qualification Requirement(s):

- ▶ Graduation from an accredited college and four years of satisfactory, full-time experience in the fields of juvenile justice and/or child welfare.
- ▶ Education and/or experience equivalent to that described in "1" above.

Preferred Qualifications:

- ▶ Experience in advocacy and case management in juvenile justice and related systems.
- ▶ Excellent written, verbal and analytical skills.
- ▶ Strong interviewing skills.
- ▶ Demonstrated ability to work independently and creatively.

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

**NYC Department of Juvenile Justice
Human Resources – Recruitment Division
110 William Street, -20th Floor
New York, NY 10038**

**** New York City residency within ninety (90) days of appointment.****

The New York City Department of Juvenile Justice is an equal opportunity employer

*****Responses must be received by the Recruitment Division
by close of business on the date the posting expires*****

Posting Date: 10/13/06

Posting Expires: Until Filled

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