



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



JVN# 130-07-0048C

Civil Service Title:	Community Coordinator	
Title Code:	56058	
Office Title:	School Liaison For Non-Secure Detention	
Salary		
Non-City Hiring Rate:	\$42,173	
City Incumbent Rate:	\$48,499 - \$65,468	
Unit/Location:	SEEDS School (Non-Secure Detention) 941-951 Rev. James A. Polite Avenue Bronx, New York, 10459	
No. of Positions:	1	
Job Description: Under supervision of the Executive Director for SEEDS/Non-Secure Detention the candidate will coordinate educational services and security at the Non-Secure Detention (NSD) School; serve as interagency liaison between the Department of Juvenile Justice, contracted NSD service providers and Department of Education staff; and track educational assessments and ensure appropriate placement of residents and staff. The candidate will confer with the NSD Facility Director and other contracted NSD staff and will develop strategies and methods to reduce behavioral incidents in the school. S/he will coordinate the transportation of residents to medical, mental health and court ordered appointments during school hours. S/he will also coordinate and supervise summer recreational activities, report daily and monthly performance statistics to the Executive Director of Non-Secure Detention and perform related duties.		
Qualification Requirement(s):		
<ol style="list-style-type: none"> 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. 		
Preferred Qualification Requirement(s):		
<ul style="list-style-type: none"> ▶ Bilingual. ▶ Strong written and interpersonal skills. ▶ Knowledgeable in computers and software applications. 		
Anyone interested in applying for this position must submit a cover letter and <u>two</u> 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		
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: 2/15/07	Posting Expires: 3/01/07	JVN #130-07-0048C