

**NEW YORK CITY DEPARTMENT OF PROBATION  
JOB VACANCY NOTICE – JVN 781-18-004**

<b>CIVIL SERVICE TITLE:</b> Probation Assistant	<b>TITLE CODE NO.</b> 51800
<b>OFFICE TITLE:</b> Mentor Coordinator	<b>SALARY:</b> \$25,781 - \$36,330
<b>DIVISION/WORK UNIT:</b> TBD	<b>WORK LOCATION:</b> TBD
<b>HOURS:</b> 35 Hours per Week (May require early morning and/or evening hours)	<b>NUMBER OF POSITIONS:</b> 1

**JOB DESCRIPTION:**

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems through meaningful education, employment, health services, family engagement and civic participation. We are located in every borough across the City and provide four core services –pre-sentence investigations, intake, diversion and probation supervision. In summary, DOP ensures that people who enter our system are supervised according to their risk level and receive the support and services they need to abide by the law and be an asset to their communities.

This exciting position will help develop, implement and provide support to creating and expanding mentoring opportunities for youth on probation. The incumbent will also liaise and coordinate with the newly established Credible Messenger Justice Center (CMJC). CMJC is an intersectional and a cross-disciplinary partnership focused on expanding knowledge and resources in the field Credible Messengering work. CMJC will operate on multiple interrelated fronts: as a trainer and technical assistance provider (providing training, support, and professional and educational pathways directly to credible messengers); a clearinghouse and convener (sharing research and best practices via an online learning community, webinars, and an annual conference); and as a “model site” learning laboratory.

The Mentor Coordinator preforms varied duties related to coordination of the Neighborhood Mentoring Bank, including but not limited to:

- Engage in recruitment of potential credible messenger mentors;
- Maintain an online platform for Mentor Bank members;
- Oversee initial orientation for all Mentor Bank members;
- Coordinate training schedules, content, and related issues with Center staff and leadership;
- Coordinate referrals for mentors from probation officers, supervisors, and managers;
- Engage in systematized follow-up to ensure that matches made from the Mentor Bank remain appropriate;
- Oversee quality assurance of the Mentor Bank recruitment and referrals processes from the perspective of various end users (DOP staff, Mentor Bank mentors, and mentees);
- Liaise with key DOP staff and with other key staff and leaders of the Credible Messenger Justice Center.

Other duties may include but are not limited to:

- Assist DOP and Center partner organization staff in engaging stakeholders in external-facing events, including conferences, panels, and learning community events.

## **PREFERRED QUALIFICATIONS:**

Some work experience involving either providing direct services to justice-involved individuals or providing administrative support to an entity that provides such direct services, or the equivalent;

Ability to collaborate effectively with colleagues and diverse system stakeholders;

Exceptional attention to detail;

Excellent computer skills including data entry and ability to adapt to evolving data management system and requirements;

Previous experience serving as a mentor or otherwise interacting regularly with a mentor in a personal or professional capacity is preferred but not required;

Ability to interact/communicate respectfully with individuals of diverse background, age levels, and professional status;

Commitment to provide excellent customer service and maintain a calm, pleasant, and cheerful demeanor in a variety of settings.

## **QUALIFICATION REQUIREMENTS**

High school graduation or evidence of having passed an examination for a high school equivalency diploma; or a satisfactory equivalent.

### **Residency Requirement**

New York City residency is not required for this position. However, you must reside in New York State.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL**

**TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:**

**External Applicants:** <https://a127-jobs.nyc.gov/>

**Internal Applicants:** Employee Self Service (ESS)

**SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW**

**POST DATE: October 11, 2017**

**POST UNTIL: Until Filled**

**JVN #: 781-18-004**

**“THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER. REASONABLE ACCOMMODATION AVAILABLE UPON REQUEST”**