

**NEW YORK CITY DEPARTMENT OF PROBATION  
\*GRANT FUNDED JOB VACANCY NOTICE – JVN 781-18-006**

<b>CIVIL SERVICE TITLE:</b> Community Service Aide	<b>TITLE CODE NO.</b> 52406
<b>OFFICE TITLE:</b> Mentor Liaison	<b>SALARY:</b> \$27,331
<b>DIVISION/WORK UNIT:</b> Center for Credible Messengering	<b>WORK LOCATION:</b> Various (throughout the 5 boroughs of NYC)
<b>HOURS:</b> Up to 35 Hours per Week (May require early morning and/or evening hours)	<b>NUMBER OF POSITIONS:</b> 3 *Subject to annual renewal/funding availability

**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.

The Department is recruiting for Mentor Liaisons to help develop, implement and provide support to creating and expanding mentoring opportunities for youth on probation. This exciting position will also support the design, implementation and evaluation of an evidence-based driven adolescent and young adult caseload model for moderate to high risk 16-24 year olds; which entails a new 3-stage model of supervision for adolescents and young adults.

The Mentor Liaison will be responsible for ensuring that DOP is effectively leveraging access to existing mentoring opportunities and conducting outreach within DOP offices as well as in communities to further reduce recidivism among this age group and support public safety. In addition, the Mentor Liaison will performs 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**

The ability to understand and carry out simple instructions; in some cases the ability to speak Spanish may be required. There are no formal education requirements for this position.

### **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: December 6, 2017**

**POST UNTIL: Until Filled**

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