

**NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-14-020**

CIVIL SERVICE TITLE: Probation Officer Trainee	TITLE CODE NO.: 51801
OFFICE TITLE: Alternative to Placement (ATP) Assessor	SALARY: \$40,000
DIVISION/WORK UNIT: Juvenile Operations/ATP Assessment Unit	WORK LOCATION: Various
HOURS: 40 Hours Per Week	NUMBER OF POSITIONS: 1 *Funded position subject to annual renewal.

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 three core services –pre-sentence investigations, intake 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 incumbent will be assigned to a specialized unit, which has responsibility for conducting assessment interviews with court involved/placement bound youth and their families. The information obtained from the interviews, the Court, Probation Department and other documents will be utilized to determine the appropriate match of youth and ATP program within the DOP menu of options.

Under the general direction of the Alternative to Placement Assessment Coordinator, the ATP Assessor will be responsible for using all the gathered information to write a clear and concise report to the court for consideration.

Duties will include but are not limited to:

- Assess and identify court involved youth to determine appropriate matching for DOP ATP programming.
- Field Work to include, but not limited to, interviewing youth in detention centers and families within their homes or an assigned Family Court location.
- Testify in court regarding written reports which determined appropriateness of DOP ATP program.
- Respond to Family Court orders to explore placement interventions for adjudicated youth
- Work collaboratively with other ATP programs’ assessment units
- Maintain appropriate and organized records/ documentation in case folder
- Keep monthly statistics as required
- Serve as an alternate for other assessors in the unit

ATP Assessors will be required to travel to detention facilities, Family Court sites as well as the homes of potential clients throughout the boroughs; Travel via public transportation is a requirement.

As Probation Officer Trainees, incumbents may also be required to conduct court ordered investigations of criminal offenses, supervise probationers, prepare maintain case records, operate a motor vehicle, may be required to carry a firearm for certain assignments.

QUALIFICATION REQUIREMENTS:

A baccalaureate degree from an accredited college, including or supplemented by 30 semester credits in sociology, law, psychology, education, social work, criminology, rehabilitation counseling, counseling, guidance, or related courses that cover contemporary, cultural, social or psychological issues.

License Requirement

A motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

Peace Officer Status

Eligibility for Peace Officer status must be maintained for the duration of employment.

Note:

New York City Residency is not required for this position; however, you must reside in New York State.

PREFERRED QUALIFICATION/SKILL REQUIREMENTS:

- A Master's Degree in Social Work from an accredited school of Social Work
- A minimum of 2 years' experience working with high risk adolescent populations, preferably within the juvenile criminal justice system and/or engaging these youth and their families.
- Ability to work independently and in a team environment
- Willingness and ability to work with a culturally diverse population
- Ability to gather and construct detailed/well written documents
- Ability to work independently and in a team environment
- Willingness and ability to work with a culturally diverse population
- Excellent oral communication skills (Bilingual/Spanish speaking a plus.)

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: July 14, 2014

POST UNTIL: FILLED

JVN #: 781-14-020

“THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER”