

**NEW YORK CITY DEPARTMENT OF PROBATION
*GRANT FUNDED JOB VACANCY NOTICE – JVN 781-17-009**

CIVIL SERVICE TITLE: Community Associate	TITLE CODE NO.: 56057
OFFICE TITLE: Program Manager	SALARY: \$35,683 - \$59,385
DIVISION/WORK UNIT: Adult Operations	WORK LOCATION: 33 Beaver Street, New York, NY 10004
HOURS: 35 Hours Per Week	NUMBER OF POSITIONS: 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 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.

DOP is works with programs that are community based organizations that offer enhanced services, resources, supports and opportunities for juveniles, young adults and adults involved in the criminal justice system. The ultimate goals of the programs are to help build stronger and safer communities by reducing crime and recidivism. The programs promote lifelong educational gains, career exploration, employment attainment and retention for court-involved probation clients.

The Community Associate will be assigned to a specialized unit responsible for providing day-to-day supervision of a portfolio of program site. The unit works with the community based organizations described above to ensure contractual and programmatic goals are met, in addition to overseeing the effective implementation of program model components. Among other responsibilities, this unit: monitors and evaluates program services; reviews program plans and budgets; conducts field visits to the program site, provides technical assistance and expertise; evaluates contract performance reports, as well as audits and fiscal documents to ensure compliance; make summary reports to higher administrative levels along with recommendations to improve programs and prepare standard reports as designated by senior staff. They are to perform other related duties as determined by Adult Operations senior staff.

PREFERRED SKILLS:

- Understanding of the mission, goals and objectives, structure, and operations of DOP.
- Familiarity with non-profit organizations providing resources, services, support and opportunities to court-involved individuals.
- One year or more hands-on contract/program management experience
- Familiarity with curriculum-based, transformative mentoring programs
- Ability to multi-task in a fast paced environment.
- Computer literate with working skills in Microsoft Word and Excel.
- Excellent oral, written and interpersonal communication skills.
- Advanced analytical, evaluative, and objective critical thinking skills.
- Exceptional interpersonal skills and the ability to interact effectively with management.
- Ability to perform complex tasks and handle multiple projects independently.

QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to “1” above.

Note: 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 13, 2016

POST 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”