

NEW YORK CITY DEPARTMENT OF PROBATION

JOB VACANCY NOTICE – JVN 781-12-007

CIVIL SERVICE TITLE: Probation Officer Trainee	TITLE CODE NO.: 51801
OFFICE TITLE: Probation Officer Trainee	SALARY: \$34,540
DIVISION/WORK UNIT: Juvenile Operations	WORK LOCATION: Harlem/Variou
HOURS: 40 Hours Per Week WORK SCHEDULE: Flexible; Evening and weekend hours required.	NUMBER OF POSITIONS: 3 *Funded position starting January 2012, subject to annual renewal.

JOB DESCRIPTION

The New York City Department of Probation (DOP) contributes to safer communities by supervising people on probation and fostering opportunities for them to move out of the criminal justice system and into meaningful education, employment, health services, family engagement and community participation.

The Probation Officer Trainee will be assigned to a specialized unit, ECHOES. The unit’s core function is to engage and support high-risk young people on probation in a process of change that results in long term, sustainable behavior changes that allow them to move out of the juvenile justice and criminal justice systems. The core of this work involves *proactive coaching* to ensure that each young person moves toward the outcomes of: (1) **Engagement in Transformational Relationships:** sustained constructive peer and adult relationships; (2) **Reengagement with Prosocial Institutions:** high school graduation/academic reengagement; increased employability, engagement in community- based prosocial activities that include service learning; and, (3) **Increased Social/Emotional Skills:** increased ability to manage emotions, conflict, frustration, relationships, etc. As a Probation Officer Trainee the duties will include but are not limited to the following:

- Understand, practice and promote the vision, mission, and values of the Department.
- Utilize Motivational Interviewing and Restorative Practices techniques through ongoing training and supervision at all stages of participation.
- Implement ECHOES Coaching Model (at the ECHOES site(s), in the home and in the community)
- Engage and maintain a caseload of 10 high-risk youth on probation as an alternative to placement intervention.
- Complete needs/risk assessment and make referrals as appropriate
- Meet with youth on a weekly basis (or more as necessary) for an individual coaching session and co-facilitate a weekly group. The individual session may or may not take place at a probation office.
- Relentless outreach and follow-up with youth; on-the-street, in places where they hangout, in homes, at the schools, in the courts, etc
- Connect with the youth once weekly in their home/neighborhood environment (can include school)
- Work with team to plan and implement engagement activities.
- Maintain relationships with the other adults in the lives of the young people
- Communicate with school personnel to support educational success and advancement
- Co-manage Saturday and/or weekday work crews with the ECHOES community partner.
- Daily, weekly, and quarterly tracking of all efforts with each youth in Departmental case management system
- Regularly report to and solicit feedback from the ECHOES Supervising Probation Officer/Probation Team Leader
- Develop and maintain an effective working relationship with ECHOES community partner staff
- Appropriately use and care for resources of the organization that support the operations and delivery of the model (i.e. programming, facilities, vans, supplies, equipment, etc)
- Engage in ongoing personal and professional development to increase capacity to serve young people
- 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 and perform other related duties.

PREFERRED SKILLS:

- 2 + years experience working with difficult-to-engage adolescents
- Understanding of and experience working with high risk, multicultural, diverse young people
- Strong oral and written communication skills
- Capacity to think and act intentionally and strategically to engage young people in the process of behavior change.
- Capacity for creative problem-solving, conflict resolution, violence prevention
- Organizing, managing and completing projects and tasks with thoroughness, accuracy, and timeliness
- Self-motivation, initiative, sound judgment, and commitment to ongoing learning are essential
- Ability to work as a part of a team
- Flexibility with work hours/schedule as needed for programming and participant needs
- Computer Literacy and timely data entry
- Bilingual (English/Spanish)

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.

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

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JVN# TO:

NYC Department of Probation
Recruitment Division – JVN 781-12-007
33 Beaver Street, 18th Floor
New York, New York 10004
Email: work@probation.nyc.gov

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

POST DATE: December 27, 2011

POST UNTIL: Until Filled

JVN #: 781-12-007

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