

ASSOCIATE COMMISSIONER FOR CLOSE TO HOME (ACS)

Duties and Responsibilities

This is a management class of positions. Under executive direction, with the widest latitude for the exercise of independent initiative and judgment, provides overall management and supervision of the oversight and management of citywide non-secure (NSP) and limited secure-placement (LSP) through the Close to Home program. Performs related work.

Examples of Typical Tasks

Supervise, manage, and oversee the operations and case management responsibilities of all aspects of Close to Home, including Intake and Assessment, NSP, LSP, and Aftercare Services for placed youth.

Work closely with the Deputy Commissioner for Division of Youth and Family Justice (DYFJ) to set office and divisional policies and procedures for youth in the Close to Home initiative and serve as the DYFJ point of contact for all matters related to Close to Home.

Develop and maintain cooperative relationships with key stakeholders in the community and in the juvenile justice system to ensure smooth operations and to create a clear continuum of care for youth and families.

In collaboration with the Department of Education and provider agencies, develop and expand educational opportunities and focused curricula to ensure strong educational outcomes for youth.

Collaborate with internal and external partners to implement agency policy initiatives in the various areas within Close to Home.

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Examples of Typical Tasks (continued)

Place emphasis on promoting team building amongst staff and skill development at all levels within the Close to Home program workforce.

Collaborate with ACS' senior management, the NYS Office of Children & Family Services, other city agencies, cross-systems workgroups, community partners, and provider agencies to respond to oversight and regulatory requirements in key NSP initiatives and in LSP implementation.

Safeguard that the needs of children in NSP and LSP are being met in appropriate and safe settings, as well as monitoring compliance with all Federal, State, and City child welfare guidelines and regulations.

Ensure that Close to Home aftercare programs expedite safe permanency planning of youth, for which ACS has responsibility.

Provide support to families and connect youth and families to long lasting community supports.

Effectively use data, research, and evidence-based interventions to guide policy decisions.

Guide the development and implementation of technology to document information, comply with regulatory requirements, and produce management reports.

Undertake other duties as assigned by the Deputy Commissioner of DYFJ.

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Qualification Requirements

1. Bachelor's degree from an accredited college and 4 years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in "1" above.

Direct Lines of Promotion

None. This class of positions is in the Non-Competitive Class.