

**NEW YORK CITY DEPARTMENT OF PROBATION  
JOB VACANCY NOTICE – JVN 781-23-025**

<b>CIVIL SERVICE TITLE:</b> Community Associate	<b>TITLE CODE NO.:</b> 56057
<b>OFFICE TITLE:</b> Community Associate	<b>SALARY:</b> \$38,333 - \$63,794
<b>DIVISION/WORK UNIT:</b> Various	<b>WORK LOCATION:</b> Various (throughout the 5 boroughs of NYC)
<b>HOURS:</b> 40 Hours Per Week	<b>NUMBER OF POSITIONS:</b> 3

**JOB DESCRIPTION**

The NYC Department of Probation (DOP) is a world leader in working creatively and effectively engaging with people under court-mandated community supervision. Through innovative partnerships with people and organizations throughout the New York City, DOP provides opportunities for those on probation to access services and opportunities that positively impact their life trajectory. Following the best current data on “what works,” staff at DOP engage in meaningful relationships with those on probation in an effort to enhance community safety and decrease recidivism

DOP 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:** July 22,2022

**POST UNTIL:** Filled

**JVN #:** 781-23-025

**"The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy."**

**Note:** **Public Service Loan Forgiveness Program (PSLFP).** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOP qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>