

**NEW YORK CITY DEPARTMENT OF PROBATION
REPOST JOB VACANCY NOTICE – JVN 781-23-035**

CIVIL SERVICE TITLE: Community Assistant	TITLE CODE NO. 56056
OFFICE TITLE: Customized Assistant	SALARY: Hiring Rate: \$32,520 Incumbent Rate: \$37,398 Maximum Rate: \$42,191
DIVISION/WORK UNIT: Juvenile Operations/New Initiative Unit	WORK LOCATION: Citywide
HOURS: 40 Hours per week (May require early morning and/or evening hours)	NUMBER OF POSITIONS: 2

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.

The Department is seeking to hire a Customized Assistant, under executive direction of the New Initiatives Unit. The duties include, but are not limited to:

- Participate in case conference with the assigned Probation Officer to ascertain the range of services that would be needed to keep the youth safely in the community.
- Review risk/needs assessment instrument for high risk/high severity cases with the assigned Probation Officer to determine the primary areas of intervention
- Access quality and appropriate services for the youth
- Identify and locate services in the community
- Assist with the procurement of services and vendors
- Establish relationships and work collaboratively with community-based agencies that provide services to youth and families to make appropriate referrals or purchase appropriate services for youth.
- Support implementation of new projects.

PREFERRED QUALIFICATIONS:

- Understanding and experience working with high risk, multicultural, diverse young people.
- Creative problem solving and thinking
- Self-motivation, sound judgement and comfortable with change
- Ability to work as a part of a team
- Excellent oral and written communication skills.
- Computer literate with working skills in Microsoft Word and Excel
- Advanced analytical, evaluative, and objective critical thinking skills.
- Ability to multi-task in a fast-paced environment
- Exceptional interpersonal skills and the ability to interact effectively with Executive management.
- Ability to perform complex tasks and handle multiple computer related projects independently.

QUALIFICATION REQUIREMENTS

The ability to understand and carry out simple instructions; in some cases, the ability to speak a foreign language be required and physical activities. There are no formal education requirements for this position.

Residency Requirement

New York City residency is not required for this position. However, you must reside in New York State.

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

POST DATE: February 10, 2023

POST UNTIL: Until Filled

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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.

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>.