

Job Description

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Job Posting Notice**Job Details**

Job ID:	282189	# of Positions:	2	
Business Title:	Case Manager			
Civil Service Title:	COMMUNITY ASSISTANT	Title Code No:	56056	Level: 00
Title Classification:	Non-Competitive			
Job Category:	Social Services			
Career Level:	Entry-Level	Proposed Salary Range:	\$ 33,323.00 - \$ 33,800.00 (Annual)	
Work Location:	210 Joralemon St., Brooklyn			
Division/Work Unit:	Alternative Program			

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, is accepting applications for a Case Manager position for the Kings county Re-Entry Task Force Bureau. "Community And Law Enforcement Resources Together" (ComALERT) is a respected re-entry program sponsored by the Kings County District Attorney's Office (KCDA). ComALERT provides formerly incarcerated individuals -- individuals with criminal records -- with access to a wide range of services that can help meet their needs as they transition back into Brooklyn's communities. Within KCDA, ComALERT works closely with the Kings County Re-Entry Task Force (KCRTF), a joint venture between KCDA, the NYS Department of Corrections and Community Supervision (DOCCS), and the NYS Department of Criminal Justice Services (DCJS).

Specifically, the Case Managers are expected to perform, at a minimum, the following:

- Conduct "in-reach" assessments and appropriate assessments off/for re-entry clients;
- Assist the ComALERT team and the KCRTF team with case management of assigned participants. This includes providing referral assistance with regard to the client's needs as appropriate (e.g., housing, food, health, employment, education, home life situations) including the facilitation of referrals for additional mental health or substance abuse treatment and family counseling as needed. Accordingly, this role may require the CM to perform any or all of the following, for example, amongst other tasks or activities:
- Create an individualized service plan that addresses the client's release conditions and needs, in consultation with the Program Administrator, the relevant supervising officer or referring agency, and the clients;
- Conduct monthly or as needed counseling sessions, assist clients in identifying and addressing barriers to community reintegration;
- Provide crisis intervention as needed;
- Provide reports and recommendations to the KCDA re-entry staff regarding client progress in all treatment and service areas;
- Provide appropriate educational guidance (such as high school equivalency and higher education) and assistance to all clients through program generation, identification and, if necessary, facilitation;
- Follow through and track the educational and employment advancement of clients;
- Lead groups and conduct workshops to address a range of stability needs;
- Participate in the preparation of progress reports and grant proposals, as necessary;
- Participate in regular meetings with KCDA staff and other re-entry stakeholders;
- Perform other duties as assigned by the Program Administrator;
- Maintain detailed, complete and accurate records of all case management work, client progress, and program administration utilizing the designated data-recording tools, and regularly update the designated Re-entry Database or other tools as directed.
- Complete tasks in a timely manner.
- Be a team player.
- Other duties as required.

*****This is a grant funded position*****

Minimum Qual Requirements

1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.
2. Candidates must be able to understand and be understood in English.

Preferred Skills

- Each CM, preferably bi-lingual, will be part of a team charged with facilitating many aspects of an individual's return to a Brooklyn neighborhood from incarceration for criminal behavior(s) within a Federal, New York City, or New York State correctional facility or other residential criminal justice program. The CM holds a very "hands on" and "results-oriented" position with time pressures.
- Accordingly, each new CM must exhibit strong interpersonal skills, the ability to work autonomously and in a disciplined manner, the ability to manage information efficiently (including the use of database tools), and a commitment to both diligence and excellence, given an uncertain and enduring caseload.
- Other than within Kings County (Brooklyn), there will be minimal travel required.

Additional Information

This is a grant funded position.

To Apply

Click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Hours/Shift

The work hours are Monday through Friday 9 am – 5 pm OR 10 am – 6 pm, with occasional evening and weekend hours.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 02/22/2017

POST UNTIL: 03/08/2017

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