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, as a minimum, the following:

• Conduct “in-reach” assessments and appropriate reassessments offer 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 as necessary and as required;
• Maintain detailed, complete and accurate records of all case management work, client progress, and program administration utilizing the designated data-recording tools, and necessary
• Participate in regular meetings with KCDA staff and other re-entry stakeholders;
• Lead groups and conduct workshops to address a range of stability needs;
• Perform other duties as assigned by the Program Administrator;
• Participate in the preparation of progress reports and grant proposals, as necessary;
• Conduct monthly or as needed counseling sessions, assist clients in identifying and addressing barriers to community reintegration;
• Be a team player.
• Complete tasks in a timely manner.
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• Complete tasks in a timely manner.

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.

3. Other duties as required.

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

Minimum Qual Requirements

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Prefered 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 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” representative at the time of interview.

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.

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.

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