

Job Description

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DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

Job Details

Job ID:	397005	# of Positions:	1
Business Title:	Case Manager	Title Code No:	56057 Level: 00
Civil Service Title:	COMMUNITY ASSOCIATE	Title Classification:	Non-Competitive
Job Category:	Legal Affairs	Proposed Salary Range:	\$ 42,799.00 - \$ 42,799.00 (Annual)
Career Level:	Experienced (non-manager)	Work Location:	210 Joralemon St., Brooklyn
Division/Work Unit:	Re-Entry Programs		

Job Description

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

The Kings County District Attorney's Office is accepting applications for a Case Manager position with the Kings County Re-Entry Task Force (KCRTF), located at 210 Joralemon Street, Brooklyn.

The Re-Entry Bureau (TRB) addresses the needs and concerns of individuals transitioning from an incarceration-related environment to the general public who seek assistance with management of their personal situations. TRB utilizes referrals to third parties as its primary method of service delivery.

The KCRTF is a partnership between the District Attorney's office, the New York State Department of Corrections and Community Supervision (NYSDOCCS), and the New York State Division of Criminal Justice Services.

The KCRTF Case Manager shall be responsible for the following:

- Providing assistance to individuals who have been incarcerated in facilities operated by the NY State Department of Corrections and Community Supervision (DOCCS) and who have been identified by DOCCS as being more likely to recidivate.
- Create case management records / client progress notes and appropriate updates of re-entry database(s) and case files in accordance with best practices and the case management requirements set forth by the NYS Department of Criminal Justice Services.
- As assigned, participate effectively in outreach activities sponsored by this Bureau, including educational and recruitment activities located at offices of the NYS Department of Corrections and Community Supervision (NYSDOCCS) and incarceration, treatment and/or transition facilities operated by NYSDOCCS.
- Representing the KCRTF and the District Attorney's office at correctional facilities, community meetings, workshops, committees and other relevant events.
- Administering or assisting with the administration of designated cognitive behavioral intervention programs (CBI).
- Maintain a strong knowledge base with regard to one or more CBI programs.
- Providing programmatic and administrative support to the KCRTF Unit.
- Representing the KCRTF and the District Attorney's office at correctional facilities, community meetings, workshops, committees and other relevant events.
- Keep abreast of and adhere to relevant agency rules and regulations and Re-Entry Bureau requirements, and maintains confidentiality of information received.
- Perform other related duties as needed.

Minimum Qual Requirements

Qualification Requirements

1. High school graduation or equivalent and three years of experience in 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.

Preferred Skills

- The preferred candidate will have experience with re-entry, possess some knowledge about evidence-based Cognitive Behavioral Interventions, and be able to facilitate various aspects of a client's or potential client's return from an incarceration-related environment to the general public.
- The preferred candidate will have some experience working with databases that contain detailed client information.
- The preferred candidate will possess excellent communication skills.

Additional Information

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

To Apply

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.

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: 06/07/2019

POST UNTIL: 06/17/2019

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