



## DISTRICT ATTORNEY KINGS COUNTY

### Job Posting Notice

|                              |                                      |                       |    |
|------------------------------|--------------------------------------|-----------------------|----|
| <b>Job ID</b>                | 702744                               | <b># of Positions</b> | 1  |
| <b>Business Title</b>        | Assistant Coordinator                |                       |    |
| <b>Civil Service Title</b>   | COMMUNITY ASSOCIATE                  |                       |    |
| <b>Title Code No</b>         | 56057                                | <b>Level</b>          | 00 |
| <b>Title Classification</b>  | Non-Competitive                      |                       |    |
| <b>Proposed Salary Range</b> | \$ 65,000.00 - \$ 65,000.00 (Annual) |                       |    |
| <b>Work Location</b>         | 345 Adams St., Brooklyn              |                       |    |
| <b>Division/Work Unit</b>    | COMMUNITY RESOURCES N REENTRY        |                       |    |

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### Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutor's offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all.

KCDA has an exciting opportunity to work as an Assistant Coordinator in the Community Resources Re-Entry Bureau under the KCRTF Grant. The Community Resource & Re-Entry Bureau addresses the needs and concerns of individuals transitioning back to the community from incarceration to the general public who seek assistance with the management of their situations. The bureau utilizes referrals to third parties as its primary method of service delivery.

Under direct supervision, with some latitude for independent initiative and judgment, the preferred candidate will be responsible for the following:

#### Job Responsibilities:

- Manage communication related to grants.
- Ensure that all clients are attaining their re-entry related goals.
- Support and work collaboratively with case managers.
- Review service coordination plans of case managers.
- Carry KCRTF participant caseload.
- Attend all community and supervision (parole) functions.
- Assist in coordinating the daily operations of KCRTF programs and services delivery to clients.
- Assist in the preparation of reports for management and stakeholders on program outcomes.
- Work collaboratively with case managers and Parole Officers to monitor progress.
- Provide administrative support, including scheduling meetings, preparing documentation, and managing correspondence.
- Collaborate with community organizations, social services agencies, and other stakeholders to ensure support for individuals reentering the community.
- Support the coordination of events, workshops, and training sessions for clients and staff.
- Oversee a designated caseload alongside program coordination.
- Maintain accurate records of client interactions, service referrals, and progress.
- Perform other related duties as needed.

#### Additional Information

- Experience Requirement: At least 1 year of Case Management experience in a similar setting.
- Degree Requirement: Bachelor's degree in a related field (social work, mental health counseling, psychology, sociology, education, business, liberal arts, etc.) with 1-2 years' experience or
- Associate degree in a related field (social work, mental health counseling, psychology, sociology, education, business, liberal arts, etc.) with 2-3 years' experience.

- Familiarity with Criminal Justice population.
- Strong communication, time management and interpersonal skills.

**Preferred Skills:**

- Strong verbal and interpersonal communication skills with a focus on providing excellent client services;
- Demonstrated ability to interact effectively and collaboratively with a diverse population.
- Ability to exercise good judgement and apply problem-solving skills;
- Experience working collaboratively in a team oriented and outcomes focused environment;
- Ability to monitor and manage varieties of tasks assigned.

To apply, click the "Apply Now" button.

For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type "DA - Brooklyn" on the search line. Then locate the Job ID number.

For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

**A RESUME AND COVER LETTER ARE REQUIRED.**

**PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.**

We do not consider incomplete applications.

NOTE: We will only contact candidates we are considering.

THIS IS A GRANT-FUNDED POSITION.

**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.

**Public Svc Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslf/>.

**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** 02/25/2025**POST UNTIL** 03/17/2025

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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.**