



**DISTRICT ATTORNEY KINGS COUNTY**  
**Job Posting Notice**

<b>Job ID</b>	709808	<b># of Positions</b>	1
<b>Business Title</b>	Program Coordinator		
<b>Civil Service Title</b>	COMMUNITY COORDINATOR		
<b>Title Code No</b>	56058	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 60,889.00 - \$ 94,521.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Victim Services		

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### Job Description

The Kings County District Attorney's Office located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work in the Victim Services Unit as a Program Coordinator.

The Victim Services Unit (VSU) of the Kings County District Attorney's Office assists crime victims, witnesses, and their families in navigating the criminal justice system throughout the duration of the investigation and/or prosecution of the criminal case.

Under general supervision, with a latitude of independent initiative and judgment, the prospective candidate will be responsible for the following:

- Provide trauma-informed crisis intervention and criminal justice advocacy to crime victims and their families, primarily victims of Gender Bases Violence.
- In collaboration with agency staff, assess the urgency of victim's needs and seek immediate assistance for those issues affecting victim's safety.
- Provide case management and make efforts to link victims with appropriate services in the community.
- Candidate(s) must have excellent verbal, written, and oral communication skills.
- Create and Coordinate Task Force with community stakeholders.
- Develop and conduct community outreach and training programs related to the goals of the grant.
- Collaborate closely with community partners.
- Develop and train incoming staff on the best practices in case management.
- Provide Clinical Supervision to VSU staff.

Hours/Shift

Monday-Friday, 9:00 A.M. to 5:00 P.M., some evenings and weekends may be required.

### Additional Information

Candidates must meet these additional requirements.

- Master's Degree in Social Work.
- LCSW preferred, and at least 2 years of experience in the field of victim services and/or disability services.

### Preferred Skills

- Experience working in the area of trauma is a plus.
- Bilingual candidates preferred.
- Strong communication skills and ability to work collaboratively and across disciplines are necessary.
- Must possess excellent interpersonal, verbal and written communications skills and proficiency in Microsoft Word, PowerPoint, Excel, Outlook, and other Microsoft Office application.
- Exceptional organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment is a plus.

- Discretion and integrity to work on highly confidential investigations.

To Apply click the "Apply Now" button.

We appreciate the interest and thank all applicants, but we will contact only the candidates under consideration.

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**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**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** 04/04/2025

**POST UNTIL** 05/04/2025

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