



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	739864	# of Positions	1
Business Title	Outreach Specialist		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 60,000.00 - \$ 60,000.00 (Annual)		
Work Location	345 Adams St., Brooklyn		
Division/Work Unit	KC RE-ENTRY TASK FORCE		

[Return to Previous Page](#)
[Switch to Internal View](#)

Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' 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 OUTREACH SPECIALIST 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 from an incarceration-related environment and those impacted by the justice system with the case management and direct support services.

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

- Facilitate intakes with prospective REENTRY participants.
- Input intake data into the tracking sheet.
- Maintain intake case notes.
- Case conference with other REENTRY staff to refer prospective participants to appropriate services, including internal referrals to REENTRY services.
- Participate in ongoing case conferences to ensure continuity and quality of services.
- Provide short-term individualized case management to participants to support participant success (eg. referrals to housing, healthcare, employment, etc.).
- Conduct outreach at 15 2nd Avenue, DOCCS facility.
- Attend community events and resource fairs partner to share about KCDA- REENTRY services.
- Travel to NYS Correctional Facilities to facilitate information sessions and conduct small group and individualized reentry planning sessions with individuals enrolled in reentry programming.
- Tracking and maintaining data related to outreach and reentry planning at NYS correctional facilities.
- Attend monthly planning with the Bureau Chief/ Executive or the Program Administrator to discuss cases.

Additional Information

Candidate must meet the additional requirements:

- A bachelor's degree in human services, Social Work, Community Health, Criminal Justice, related field OR
- An associate degree and two years of social service work experience.

PLEASE NOTE: THIS IS POSITION IS GRANT-FUNDED.

Preferred Skills

- Ability to work independently and collaboratively in a demanding and complex work environment, to carry out complex assignments on time, and to remain flexible in a highly changeable environment.
- Demonstrated ability to respond calmly and thoughtfully to emergencies and to develop solutions in partnership with supervisors and administrators.
- Strong attention to detail, and ability to multi-task.
- Proven experience in facilitation and comfort engaging large groups and working with individuals in smaller settings.
- Experience providing services in prisons, jails, or reentry settings.
- Basic proficiency in Microsoft Excel, Office, PowerPoint, project management software, internet research
- A valid driver's license in good standing.
- Candidates with relevant life experience preferred.

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.

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.

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.

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/pslfr/>.

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 09/24/2025

POST UNTIL 10/14/2025

[Return to Previous Page](#)

[Switch to Internal View](#)

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