



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	766079	# of Positions	1
Business Title	Case Manager		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 51,227.00 - \$ 51,227.00 (Annual)		
Work Location	345 Adams St., Brooklyn		
Division/Work Unit	COMMUNITY RESOURCES N REENTRY		

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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 a Case Manager in the Re-Entry Bureau.

The Community Resources and Re-Entry provides formerly incarcerated individuals and criminal justice impacted with access to a wide range of services that can help meet their needs as they transition back into Brooklyn's communities. This position is working directly with individuals sentenced to community service

The prospective candidate will perform the following duties:

- Assign community service client to designated community-based sites.
- Provide case management services to assigned participants in collaboration with the Community Resources and Reentry team.
- Conduct comprehensive assessments and develop individualized service plans in consultation with the Program Administrator, supervising officers, referring agencies, and participants.
- Facilitate referrals and provide linkage to supportive services, including housing, education, employment food assistance, healthcare, mental health treatment, substance use treatment and family counseling.
- Conduct weekly or as-needed individual counseling sessions to identify and address barriers to successful reintegration.
- Provide crisis intervention and stabilization support as necessary.
- Offer educational guidance, including support with high school equivalency programs and post-secondary education opportunities.
- Monitor and track participants educational and employment progress.
- Lead workshops and group sessions focused on employment readiness, life skills, and overall stability.
- Assist in the preparation of progress reports, data collection, and grant proposals as required.
- Represent the program at community resource fairs and assist in organizing reentry-focused events.
- Perform additional duties as assigned by the Program Administrator or Bureau Chief.

Preferred Skills

- Possess excellent communication skills.
- 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(s) within a Federal, New York

City, or New York State correctional facility or other residential criminal justice programs.

- Holds a very "hands-on" and results-oriented" position with time pressures.
- Must possess strong verbal and written communication skills and the ability to work collaboratively and across disciplines are necessary.
- Must have exceptional organizational skills, time-management and multi-tasking skills; and the ability to take initiative, prioritize duties, and work both independently and within a team environment.

Additional Information

Candidates must meet the additional requirements:

- Bachelor's degree from an accredited school is required.
- 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.

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

To Apply

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 the Recruiting Activities, Careers, and search by Job ID number.

Hours/Shift

Monday – Friday

9:00 A.M. – 5:00 P.M. or 10:00 A.M – 6:00 P.M

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.

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 02/25/2026

POST UNTIL 03/17/2026

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