



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	717194	# of Positions	1
Business Title	DIVERSION ADVOCATE		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 57,420.00 - \$ 57,420.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Youth Diversion Programs		

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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 an Advocate in the Bureau of Youth Diversion.

The Bureau of Youth Diversion (BYD) oversees Youth and Community in Partnership (YCP) and Project Re-Direct (PRD), alternative to incarceration programs, which serve court involved young adults between the ages of 18 and 25 facing mandatory minimum sentences. PRD and YCP elements include the following: individual counseling, group counseling and related activities.

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

- Facilitates weekly Project Re-Direct (PRD) general meetings.
- Coordinates and supervises weekly and monthly meetings of Program Staff, Volunteers, and Counselors.
- Closely monitors participants' schedule adherence and mandates. Immediately contacts them if there is any deviation from either.
- Constructs and distributes weekly schedules tailored to the needs of each program participant and resolves any areas of program conflict.
- Maintains a positive relationship with program participant's schools. Accompanies participant to school enrollments/meetings, NYSID and NYCID appointments when parents are unavailable.
- Coordinates participant field trips, guest presenters and group activities such as special community service assignments.
- Coordinates the availability of PRD program staff with Defense Counsel, Defendant and Defendant's family to set up assessment dates.
- Prepares all court update reports/letters and submits to judge and provide relevant input during court.
- Monitors participants via GPS devices, performing random home, school, work site visits.
- Maintains a filing system of case files, updates, correspondence, court adjourned dates, case notes violations, re-arrests and all other related documents or communications.
- Assigns and follow-up on any special assignments given to program participants.
- Performs all other related duties as needed.

Preferred Skills:

- Able to work independently, be assertive, highly organized, detail-oriented and excellent interpersonal, verbal, and written communication skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)

- Strong communication skills and ability to work collaboratively and across disciplines are necessary.
- 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.

Additional information:

Candidates must meet the additional requirements

- Bachelor's Degree in Social work or related field, i.e. Psychology or counseling.
- Three years of direct work experience in the field.

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.

A RESUME AND COVER LETTER ARE REQUIRED.

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

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

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 07/17/2025

POST UNTIL 08/06/2025

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