

NYC OFFICE OF THE MAYOR
MAYOR'S OFFICE OF CRIMINAL JUSTICE



Position: Program Liaison, Behavioral Health Task Force

Location: New York, New York

ORGANIZATIONAL PROFILE: The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system's fairness. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. The office draws on various disciplines, including behavioral economics to "nudge" conduct and machine learning to develop reliable predictive analytics. Examples of MOCJ's work include:

- [Justice Reboot](#), making the system fairer and more efficient by safely driving down the jail population. These reforms include [reducing case processing times in the courts](#) and [making the summons process easier and more transparent](#);
- [The Mayor's Action Plan on Behavioral Health and the Criminal Justice System](#), a set of interlocking public health and public safety strategies that aim to reduce the number of people with behavioral health needs cycling through the criminal justice system;
- [The Mayor's Action Plan for Neighborhood Safety](#), a comprehensive initiative to reduce crime and strengthen neighborhoods in and around the 15 New York City Housing Authority developments that account for 20 percent of all violent crime in the City's public housing; and
- [The Mayor's Citywide Initiative to Reduce Gun Violence](#), a comprehensive, neighborhood-based strategy to prevent gun violence in 14 precincts that account for 51 percent of shootings in New York City.

JOB RESPONSIBILITIES: Under the supervision of the Director of Agency Coordination for the Behavioral Health Task Force, the Program Liaison will be responsible for coordinating and providing project management support for a new coordinating entity (the Hub). The Hub will be responsible for collecting and sharing non-personal health information from City agencies to help ensure that people with mental illness who have been involved in violent incidents receive the care they need, whether inside or outside the criminal justice system.

MOCJ is seeking driven and creative individuals who possess both the capacity for independence and the ability to work cooperatively to plan and implement projects that will the Hub, which will report to the Mayor's Task Force on Behavioral Health and the Criminal Justice System. The Program Liaison of the Behavioral Health Task Force, responsibilities include, but are not limited to:

- Managing all program elements of the Hub including startup and ongoing implementation
- Creating contracts agreements and protocols across government agencies to be responsive to the needs of individuals with mental illness and of concern for violence

- Leading all convening efforts with agencies and functioning as the point of contact for all agencies involved
- Coordinating trainings, support, budget requests, and creating reports and/or presentations to demonstrate the purpose and progress of the program initiatives
- Supporting agency interactions with stakeholders and non-government agencies
- Other duties as assigned.

PREFERRED SKILLS/QUALIFICATIONS:

- Minimum of three years progressive administrative, business or office experience required. One year prior project management experience preferred. Advanced personal computer skills, including Microsoft Word, Excel required;
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and with teams in a fast-paced environment, pay close attention to detail, meet deadlines, and work well under pressure;
- Familiarity with and knowledge of the criminal justice system and/or the behavioral health system in NYC;
- Effective oral, written communication and interpersonal skills required;
- Proven ability to establish and maintain effective working relationships; and
- Ability to multi task in a fast-paced environment required.

SALARY: Commensurate with experience

TO APPLY: Submit a cover letter, resume, and three (3) references to CJCResumes@cityhall.nyc.gov. Please be sure to include "Program Liaison BHTF" in the subject line.

New York City Residency Is Required Within 90 Days Of Appointment
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