NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-23-021

<table>
<thead>
<tr>
<th>CIVIL SERVICE TITLE:</th>
<th>TITLE CODE NO.:</th>
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<tbody>
<tr>
<td>College Aide</td>
<td>10209</td>
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<tr>
<th>OFFICE TITLE:</th>
<th>SALARY:</th>
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<tr>
<td>Behavioral Health College Aide</td>
<td>$15.50 - $19.90 hourly</td>
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<tr>
<th>DIVISION/WORK UNIT:</th>
<th>WORK LOCATION:</th>
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<tr>
<td>Behavioral Health Services Unit</td>
<td>Citywide</td>
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| HOURS: 25 Hours Per Week | NUMBER OF POSITIONS: TBD |

**JOB DESCRIPTION**

The NYC Department of Probation (DOP) is a world leader in working creatively and effectively engaging with people under court-mandated community supervision. Through innovative partnerships with people and organizations throughout the New York City, DOP provides opportunities for those on probation to access services and opportunities that positively impact their life trajectory. Following the best current data on “what works,” staff at DOP engage in meaningful relationships with those on probation in an effort to enhance community safety and decrease recidivism.

The **Behavioral Health College Aide** will assist in performing basic behavioral health needs related tasks associated with youth and adults in the justice system. Duties will include but are not limited to the following:

- Assisting Clinical Advisors in screening and assessing the behavioral health needs of clients.
- Engaging and assisting clients and their families to help address Mental Health and Substance Abuse needs.
- Developing appropriate community-based service plans.
- Assisting clients and families with referrals to both clinical and concrete services.
- Participating in case conferences and subsequent team meetings on assigned cases, as appropriate.
- Providing crisis-intervention when necessary and assessing family system for risk.
- Providing in-house training on behavioral health needs in the context of community corrections.
- Identifying, creating and maintain relationships with outside agency treatment providers.
- Assisting probation officers with dispositional recommendations for clients with behavioral health needs.
- Performing basic accountability tasks related to the job, which include compiling and maintaining necessary records.
- Meeting regularly with DOP staff to ensure that the needs of the borough/unit are being met.
PREFERRED QUALIFICATION/SKILLS:

- Preferred requirements are H.S. Diploma and enrolled into Bachelor’s or Master’s program within social work, mental health counseling, marriage and family therapy or related field.
- Experience working with adolescents, families and adults in a child welfare, mental health or Juvenile Justice Setting. Candidates with juvenile justice experience and/or trauma-related services are preferred.
- Ability to work with culturally diverse population.
- Strong written and verbal communication skills.
- Excellent problem-solving and organizational skills.
- Ability to meet time frames and ensure that services are provided in a timely and professional manner.
- Ability to work independently, as well as contributing to a team.
- Computer literate.

QUALIFICATION REQUIREMENTS:

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

Residency Requirement:
New York City residency requirement is not required for this position. However, you must reside in New York State.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

SPECIAL NOTE:
Maximum tenure for incumbents in the title of College Aide is six (6) years. No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

External Applicants: https://a127-jobs.nyc.gov/

Internal Applicants: Employee Self Service (ESS)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: 06/01/2022  POST UNTIL: Until Filled  JVN #: 781-23-021

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy

"As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency."