NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE - JVN 781-23-026

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<thead>
<tr>
<th>CIVIL SERVICE TITLE:</th>
<th>TITLE CODE NO.</th>
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<tbody>
<tr>
<td>Community Associate</td>
<td>56057</td>
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<tr>
<th>OFFICE TITLE:</th>
<th>SALARY:</th>
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<tr>
<td>Mentor Coordinator</td>
<td>$38,333</td>
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<tr>
<th>DMSION/WORK UNIT:</th>
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| HOURS: 35 Hours per Week                    | NUMBER OF POSITIONS: 1 |
| (May require early morning and/or evening hours) |                 |

JOBS 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.

This exciting position will involve developing, implementing and providing support to creating and expanding mentoring opportunities for young people on probation. This position will also liaise and coordinate with the Credible Messenger Justice Center (CMJC). CMJC is a cross-disciplinary partnership focused on expanding knowledge and resources in credible messenger mentoring: developing and leveraging emerging evidence to engage partners from communities, government, and academia in research and action to expand and enhance credible messenger initiatives locally and nationally; and provide necessary on-going support, training, and opportunities for credible messengers to promote their professional and personal development.

The Mentor Coordinator will be expected to attend appropriate trainings and workshops offered by CMJC, and will perform varied duties, which may include but not be limited to:

- Coordinate referrals to existing mentoring programs from probation officers, supervisors, and managers;
- Assist DOP staff in engaging with young people and their families by serving as a mentor on an individual and/or group basis as needed by supervisor;
- Liaise with key DOP staff and with other key staff and leaders of the Credible Messenger Justice Center.

Other duties may include but are not limited to:

- Assist DOP and CMJC partner organization staff in engaging stakeholders in external-facing events (virtual and/or in-person), including conferences, panels, trainings, and learning community events.
PREFERRED QUALIFICATIONS:

Some work experience involving either providing direct services to justice-involved individuals or providing administrative support to an entity that provides such direct services, or the equivalent;

Ability to collaborate effectively with colleagues and diverse system stakeholders;

Exceptional attention to detail and strong organizational skills;

Excellent computer skills including data entry and the ability to adapt to evolving data management system and requirements;

Previous experience serving as a mentor or otherwise interacting regularly with a mentor in a personal or professional capacity is preferred but not required;

Ability to interact and communicate respectfully with individuals of diverse background, age levels, and professional status

Commitment to provide excellent customer service and maintain a calm demeanor in a variety of settings;

Members of the justice-involved/impacted community are encouraged to apply.

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 not required for this position. However, you must reside in New York State.

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

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: July 22, 2022 | POST UNTIL: Until Filled | JVN #: 781-23-026

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

REASONABLE ACCOMMODATION AVAILABLE UPON REQUEST

Note: Public Service Loan Forgiveness Program (PSLFP). The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOP qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program’s other requirements. 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

“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."