



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	691644	# of Positions	1
Business Title	Employment Specialist		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 65,000.00 - \$ 65,000.00 (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 prosecutor's 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 Employment Specialist in the Re-Entry Programs Bureau. The Re-Entry Programs Bureau addresses the needs and concerns of individuals transitioning from an incarceration-related environment to the general public who seek assistance with the management of their situations. The bureau utilizes referrals to third parties as its primary method of service delivery.

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

Job Responsibilities:

- Providing new clients orientation sessions and/or individual intake meetings.
- Assist clients in attaining their employment-related goals by identifying and referring clients to appropriate services.
- Work collaboratively with case managers, to manage changes in employment goals and/or barriers to securing employment.
- Develop internal Community & Resource and Reentry curriculum to address Clients' employment needs.
- Facilitate a series of regular scheduling of employment-related Workshops.
- Build partnership with staffing/job placement agencies, training, and education providers to support Client's literacy, verbal and writing skills.
- Assist in preparation for interviews, resume building, skills building through advocacy and referrals.
- Build a community of employers that will hire clients directly.
- Schedule interviews with potential employers.
- Manage and track employment placements of all clients.
- Teach Clients how to advocate for themselves when seeking employment in the community.
- Manage and document all interactions with employers and clients.

Additional Information

- Experience Requirement: At least 1 year of Employment Specialist experience in a similar setting.
- Degree Requirement: Bachelor's degree in a related field (social work, mental health counseling, psychology, sociology, education, business, liberal arts, etc.) with 1-2 years' experience or
- Associate degree in a related field (social work, mental health counseling,

- psychology, sociology, education, business, liberal arts, etc.) with 2-3 years' experience.
 - Familiarity with Criminal Justice population single adults, mental health, substance use or any other related field;
 - Strong communication, time management and interpersonal skills.
- Other Qualifications:
- Strong verbal and interpersonal communication skills with a focus on providing excellent client services; Demonstrated ability to interact effectively and collaboratively with a diverse population.
 - Ability to exercise good judgement and apply problem solving skills;
 - Experience working collaboratively in a team oriented and outcomes focused environment;
 - Ability to monitor and manage variety of tasks assigned

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.

To Apply

Click the 'Apply Now' button

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.

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/pslff/>.

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 12/10/2024

POST UNTIL 12/30/2024

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