



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	794578	# of Positions	1
Business Title	Case Manager		
Civil Service Title	COMMUNITY ASSOCIATE		
Title Code No	56057	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 53,442.00 - \$ 53,442.00 (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 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 a Case Manager in the Re-Entry Bureau.

The Community Resources and Re-Entry provides formerly incarcerated individuals and criminal justice-impacted individuals with access to a wide range of services that can help meet their needs as they transition back into Brooklyn's communities.

Specifically, the Case Managers are expected to perform, at a minimum, the following:

- Conduct assessments/outreach/intake at DOCCS (secure facility) twice a week.
- Assist the Community Resources and Reentry team with case management of assigned participants. This includes providing referral assistance with regard to the client's needs as appropriate (e.g., housing, food, health, employment, education, home life situations), including the facilitation of referrals for additional mental health or substance abuse treatment and family counseling as needed. Accordingly, this role may require the CM to perform any or all of the following, for example, amongst other tasks or activities.
- Create an individualized service plan that addresses the client's release conditions and needs, in consultation with the Program Administrator, the relevant supervising officer, or referring agency, and the client.
- Conduct weekly or as-needed counseling sessions and assist clients in identifying and addressing barriers to community reintegration.
- Provide crisis intervention as needed.
- Provide reports and recommendations to the KCDA re-entry staff regarding client progress in all treatment and service areas.
- Provide appropriate educational guidance (such as high school equivalency and higher education) and assistance to all clients through program generation, identification, and, if necessary, facilitation.
- Follow through and track the educational and employment advancement of clients.
- Lead groups and conduct workshops to address a range of stability needs.
- Participate in the preparation of progress reports and grant proposals, as necessary.
- Participate in regular meetings with KCDA staff and other re-entry stakeholders.
- Attend and create resource fairs for the Re-Entry Bureau.
- Perform other duties as assigned by the Program Administrator/Bureau Chief.
- Maintain detailed, complete, and accurate records of all case management work, client progress, and program administration utilizing the designated data-recording tools, and regularly update the designated Re-entry Database or other tools as directed.
- Complete tasks in a timely manner.

- Be a team player.
- Other duties as required.

Preferred Skills

- Possess excellent communication skills.
- Preferably bilingual, will be part of a team charged with facilitating many aspects of an individual's return to a Brooklyn neighborhood from incarceration for criminal behavior(s) within a Federal, New York City, or New York State correctional facility or other residential criminal justice programs.
- The Case Manager holds a very "hands-on" and "results-oriented" position with time pressures.
- Must possess strong verbal and written communication skills and the ability to work collaboratively and across disciplines.
- Must have exceptional organizational skills, time-management and multi-tasking skills, and the ability to take initiative, prioritize duties, and work both independently and within a team environment.

Additional Information

Candidates must meet the additional requirements:

- Must have a Bachelor's Degree from an accredited school.
- The preferred candidate will have experience with re-entry, possess some knowledge about evidence-based cognitive behavioral interventions, and be able to facilitate various aspects of a client's or potential client's return from an incarceration-related environment to the general public.

Hours/Shift

Monday – Friday

9:00 A.M. – 5:00 P.M. or 10:00 A.M – 6:00 P.M

****PLEASE NOTE: THIS POSITION IS GRANT-FUNDED**

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees.

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>

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.

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 08/24/2026

POST UNTIL 09/13/2026

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