MAYOR’S OFFICE TO COMBAT DOMESTIC VIOLENCE

JOB ANNOUNCEMENT FOR PEER EDUCATOR
NYC HEALTHY RELATIONSHIP TRAINING ACADEMY

ORGANIZATIONAL PROFILE:

The Mayor’s Office to Combat Domestic Violence (OCDV) formulates policies and programs, coordinates the citywide delivery of domestic violence services, and works with diverse communities to increase awareness of domestic violence. OCDV works alongside City agencies, community based and advocacy organizations, local leaders, and service providers to expand access to services citywide for victims and their children to receive the help that they need.

OVERVIEW:

The NYC Healthy Relationships Training Academy (the Academy) is an educational program in which trained Peer Educators facilitate workshops on dating violence prevention and healthy relationships for young people ages 11-24 throughout New York City. Workshops take place at a variety of youth-centered programs in all five boroughs. The Academy also offers workshops for parents and trainings for staff.

As part of New York City’s Mayor’s Action Plan for Neighborhood Safety, the Academy will be providing healthy relationship training to youth, parents and staff residing in targeted public housing developments. Under direct supervision of the Director of Youth Programs, Peer Educators will facilitate workshops for teens and parents and provide trainings to organizational staff within select housing developments and to other community stakeholders to raise awareness about intimate partner violence and help connect victims to appropriate services.

JOB RESPONSIBILITIES:

- Facilitate workshops on the subject of teen dating violence and healthy relationships with teenagers, parents and organizational staff;
- Participate in community sponsored events – i.e., fairs, parades, community meetings and other community activities;
- Build and maintain collaborative relationships with City agencies, community professionals, human services organizations, religious and civic organizations and educational facilities that work with targeted communities;
- Work closely with the Curriculum Specialist to perform needs assessments of the Academy curriculum and delivery;
- Assist in conducting outreach and developing educational materials;
- Maintain the ability to work flexible hours – including nights and weekends;
- Attend regularly scheduled staff meetings; and
- Perform projects and tasks, as assigned.
PREFERRED QUALIFICATIONS AND/OR SKILLS:

- A high school diploma or GED, required;
- Professional experience in the field of peer education, facilitation and/or youth education required;
- Professional experience working in the field of domestic violence or other gender based issues with a strong knowledge of the dynamics of dating violence and tools for a healthy relationship;
- Must be comfortable with public speaking in various settings to varying group sizes, and comfortable performing community outreach;
- Must be able to work well in a team environment and with all levels of supervisory staff;
- Strong organizational, time management, and logistical skills;
- Strong interpersonal and communication skills;
- Bilingual in English and another language, preferred.

SALARY: Commensurate with experience.

TO APPLY:

Interested candidates should submit a one-page cover letter including salary requirements, resume and three references to: OCDV jobs@cityhall.nyc.gov

New York City Residency Is Required Within 90 Days of Appointment.
The City of New York and the Office of the Mayor Are Equal Opportunity Employers.
ORGANIZATIONAL PROFILE:

The Mayor’s Office to Combat Domestic Violence (OCDV) oversees the citywide delivery of domestic violence services, creates innovative policies, develops crisis intervention and prevention based programs, and works to increase awareness through board and diverse outreach throughout New York City. The New York City Family Justice Center is an initiative of OCDV, established in collaboration with the District Attorney, other City agencies, and community-based organizations. The New York City Family Justice Center provides comprehensive wraparound services to victims of intimate partner violence, elder abuse and sex trafficking. The Deputy Director will report directly to the Executive Director of the NYC Family Justice Center, Queens (QFJC).

JOB RESPONSIBILITIES:

- Assist the Executive Director in the management of the day-to-day operations of the QFJC, and/or resolve issues in his/her absence;
- Manage the implementation of the QFJC operational policies and procedures, and work with onsite partners to modify procedures as needed;
- Assist with the coordination and development of new policies and procedures;
- Assist in the organization and delivery of regular in-service training for all QFJC staff and volunteers;
- Assist in data collection and grant reporting at the QFJC;
- Act as liaison to all QFJC partners;
- Serve as secondary liaison to the Family, Criminal, and Supreme courts;
- Coordinate and attend QFJC partner meetings;
- Assist with any and all outreach activities conducted by the Executive Director;
- Conduct community outreach and education events regarding domestic violence, the QFJC, and other related topics; and
- Perform other duties as assigned.

PREFERRED QUALIFICATIONS AND/OR SKILLS:

- College degree required; prefer advanced degree in social work, law, public administration or related field; and a minimum of three (3) years of relevant work experience;
- Familiarity with issues related to gender based violence, domestic violence, social services, and criminal justice;
Understanding of the network of City and nonprofit service provision in New York City preferred;

Strong organizational, communication and problem-solving skills, including the ability to work independently and balance competing priorities;

Ability to work well in a team environment and with all levels of supervisory and frontline staff;

Experience and comfort with delivering public presentations and trainings;

Familiarity with data collection, surveys and evaluation protocols;

Experience using Microsoft Office applications; and

Proficiency in a second language, preferred.

**SALARY:** Commensurate with experience.

**TO APPLY:**

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MAYOR’S OFFICE TO COMBAT DOMESTIC VIOLENCE

DATA ANALYST
JOB NUMBER: 11673

ORGANIZATIONAL PROFILE:
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JOB RESPONSIBILITIES: The Data Analyst will report directly to the Deputy Commissioner, and will perform the following job responsibilities which include but are not limited to:

- Analyze data related to OCDV programs, monitors program implementation, operation and goals through collecting and analyzing data and other information;
- Work with OCDV staff to ensure accurate data collection and interpretation of program data;
- Utilize SQL, SPSS and Excel to query agency data;
- Create, maintain and disseminate analytic reports, statistical summaries and comparisons;
- Assist in the development and administering of survey instruments, forms and questionnaires;
- Manage data for external reporting for grants and other purposes; and
- Complete analytical projects alone or as part of a team.

PREFERRED QUALIFICATIONS AND/OR SKILLS:

- Master’s Degree or Bachelor’s Degree with one year of experience in an area related to duties described above;
- High proficiency with Microsoft Office, including advance knowledge of Excel;
- Experience analyzing data using statistical packages, in particular SPSS;
- Experience querying large databases using SQL strongly preferred;
- Entrepreneurial spirit with the ability to prioritize work and meet deadlines;
- Strong verbal and written communication skills; and
- Strong interest in public service delivery preferred.

SALARY: Commensurate with experience.

TO APPLY: Submit a one-page cover letter including salary requirements, resume, writing sample, and three references to: https://a002-oom03.nyc.gov/IRM/EventRegistration/RegForm.aspx?eventGuid=4645fdd8-310d-4db6-884b-e64d4d17efed. In the section, "Position", please insert the "Job Number." This number (which is 11675) is located directly underneath the Office Title, located on the upper portion of this announcement. Please be advised that your application will only be registered if you have inserted this Job Number.

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MAYOR’S OFFICE TO COMBAT DOMESTIC VIOLENCE

DIRECTOR OF THE CITYWIDE DOMESTIC VIOLENCE RESPONSE TEAM (DVRT)

JOB NUMBER: 11675

ORGANIZATIONAL PROFILE:

The Mayor’s Office to Combat Domestic Violence (OCDV) formulates policies and programs, coordinates the citywide delivery of domestic violence services, and works with diverse communities to increase awareness of domestic violence. OCDV works alongside City agencies, community based and advocacy organizations, local leaders, and service providers to expand access to services citywide for victims and their children to receive the help that they need.

JOB RESPONSIBILITIES: The Director of the Citywide Domestic Violence Response Team (DVRT) will report directly to the Assistant Commissioner, and will perform the following job responsibilities which include but are not limited to:

- Supervise five (5) borough-specific Case Coordinators who, in collaboration with City agencies and community partners, provide a rapid response to meet the immediate and ongoing service and safety needs of victims of intimate partner violence, sex trafficking or elder abuse who are at a high risk for escalating abuse, serious physical injury or fatality;
- Provide immediate assistance and triage to high risk clients and coordinate directly and regularly with management and frontline staff at City agencies and community organizations around service delivery, including during evening and weekend hours;
- Chair monthly DVRT Agency Team meetings to conduct interdisciplinary case conferences on each DVRT case and create individualized Agency Action Plans for all clients;
- Coordinate with each City agency partners around the identification of high risk cases and direct referrals to the DVRT Team;
- Develop policy recommendations to streamline domestic violence service delivery in New York City and institutionalize best practices;
- Build and maintain a collaborative relationship with City/State agencies, community based organizations, religious and civic organizations and educational facilities in targeted communities to confirm ongoing service availability and quickly coordinate services when needed; and
- Prepare detailed reports based upon data collection.

PREFERRED QUALIFICATIONS AND SKILLS:

- Law or graduate degree required and five years of relevant experience providing direct services to victims of domestic violence in an interdisciplinary setting;
- Substantive experience with issues related to gender based violence, domestic violence, sex trafficking, social services, and criminal justice;
- Strong understanding of the network of City agency and nonprofit domestic violence service provisions in New York City;
- Excellent ability to exhibit professional demeanor in a fast paced and high-pressure work environment;
- Outstanding attention to detail and strong ability to prioritize and manage a wide array of competing demands;
• Strong interpersonal, collaborative and organizational skills and ability to work easily with all levels of management and frontline staff; and
• Bilingual in English and another language, a plus.

**SALARY:** Commensurate with experience.

**TO APPLY:** Submit a one-page cover letter including salary requirements, resume, writing sample, and three references to: https://a002-oom03.nyc.gov/IRM/EventRegistration/RegForm.aspx?eventGuid=4645fdd8-310d-4db6-884b-e64d4d17fefd. In the section, "Position", please insert the "Job Number." This number (which is 11675) is located directly underneath the Office Title, located on the upper portion of this announcement. Please be advised that your application will only be registered if you have inserted this Job Number.

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MAYOR’S OFFICE TO COMBAT DOMESTIC VIOLENCE

JOB ANNOUNCEMENT FOR PEER EDUCATOR
NYC HEALTHY RELATIONSHIP TRAINING ACADEMY
FOSTER CARE INITIATIVE

ORGANIZATIONAL PROFILE:

The Mayor’s Office to Combat Domestic Violence (OCDV) formulates policies and programs, coordinates the citywide delivery of domestic violence services, and works with diverse communities to increase awareness of domestic violence. OCDV works alongside City agencies, community based and advocacy organizations, local leaders, and service providers to expand access to services citywide for victims and their children to receive the help that they need.

OVERVIEW:

The NYC Healthy Relationships Training Academy (the Academy) is an educational program in which trained Peer Educators facilitate workshops on dating violence prevention and healthy relationships for young people ages 11-24 throughout New York City. Workshops take place at a variety of youth-centered programs in all five boroughs. The Academy also offers workshops for parents and trainings for staff.

As part of New York City’s targeted investments in mental health needs, the Academy will be providing healthy relationship training to approximately 5,000 foster care youth, parents and staff. Under direct supervision of the Director of Youth Programs, Peer Educators facilitate workshops for teens and parents and provide trainings to organizational staff within the foster care system and to other community stakeholders to raise awareness about domestic violence and help connect victims to appropriate services.

JOB RESPONSIBILITIES:

- Facilitate workshops on the subject of teen dating violence and healthy relationships with teenagers, parents and organizational staff;
- Participate in community sponsored events – i.e., fairs, parades, community meetings and other community activities;
- Build and maintain collaborative relationships with City agencies, community professionals, human services organizations, religious and civic organizations and educational facilities that work with targeted communities;
- Work closely with the Curriculum Specialist to perform needs assessments of the Academy curriculum and delivery;
- Assist in conducting outreach and developing educational materials;
- Maintain the ability to work flexible hours – including nights and weekends;
- Attend regularly scheduled staff meetings; and
- Perform projects and tasks, as assigned.
PREFERRED QUALIFICATIONS AND/OR SKILLS:

- A high school diploma or GED, required;
- Professional experience in the field of peer education, facilitation and/or youth education required;
- Professional experience working in the field of domestic violence or other gender based issues with a strong knowledge of the dynamics of dating violence, tools for a healthy relationship, child welfare and the New York City foster care system;
- Must be comfortable with public speaking in various settings to varying group sizes, and comfortable performing community outreach;
- Must be able to work well in a team environment and with all levels of supervisory staff;
- Strong organizational, time management, and logistical skills;
- Strong interpersonal and communication skills;
- Bilingual in English and another language, preferred.

SALARY: Commensurate with experience.

TO APPLY:

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