

Notice of Job Opening

Position: Youth Aide (At-Risk) (NY HELPS Program)

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position in the NY HELPS Program, which is under the Non-competitive class until the expiration of the program.

Department: Police Department

Vacancies to be filled: 1

Rate of Pay: \$48,880 - 69,090 Annually
Commensurate with qualifications and experience

Schedule: 37.5 hours/week

Application Deadline: Until Filled

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Preference: Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County
- Greene County
- Columbia County
- Schoharie County

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Friday, August 14th, 2026

YOUTH AIDE (At-Risk)**DISTINGUISHING FEATURES OF THE CLASS:**

The Youth Aide is responsible for developing, managing, and implementing youth programs that support the Albany Police Department (APD). This position focuses on outreach, case management, and program coordination to engage at-risk youth and foster positive relationships between law enforcement and the community. The Youth Aide will work closely with APD's Neighborhood Engagement Unit (NEU), support APD's Anti-Violence Coordinator, as well as partner organizations, schools, and youth service providers, to ensure effective intervention and engagement strategies.

TYPICAL WORK ACTIVITIES: *(Illustrative Only)*

- Assists existing programs in identifying and linking clients to interests/needs;
- Ensures implementation of the service strategy by monitoring/revising, reviewing client's progress, and linking/coordinating the network supports and services toward achieving their goals;
- Advocates and provides support services, including training or assistance with individual empowerment;
- Recommends programs/agencies to assist in interpersonal and family communications and development;
- Participates in joint planning and staff meetings for evaluation and review of progress of clients;
- Maintains all necessary forms and records pertinent to a case as part of the case record;
- Participates in ongoing continuing education, understanding trends in youth service delivery as it pertains to at-risk youth and youth/law enforcement relationships;
- Uses computer programs and databases for required reports and statistics;
- Works with the case management unit to provide assigned office coverage and assistance as needed;
- Assists and supports existing youth programs, including but not limited to:
 - To Reach and Connect (TRaC)
 - School Resource Officer programs
 - Summer Youth Employment Program
 - Next Step Program
 - Police Athletic League (PAL) and Explorers
- Works closely with youth-focused service providers and diversion programs.
- Assists with planning and attending community events focused on youth outreach.
- Assists in focused deterrence police strategies regarding youth, helping to identify and engage at-risk individuals.
- Collects and maintains data on program participation and outcomes.
- Assists with crisis intervention and de-escalation in coordination with APD officers.
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Strong knowledge of youth development and intervention strategies.
- Ability to establish and maintain effective relationships with youth, families, law enforcement, and community partners.
- Experience in program development, case management, and outreach.
- Strong communication, organizational, and problem-solving skills.
- Familiarity with social services, juvenile justice systems, and diversion programs.
- Proficiency in computer applications, including case tracking and reporting systems.
- Ability to remain objective and professional when working with individuals in crisis.
- Strong initiative and ability to work independently and collaboratively.

MINIMUM QUALIFICATIONS:

(A) Possession of a Bachelor's degree; OR

(B) An Associate's degree in human services, criminal justice, or a related field and two (2) years of paid experience in case management and service delivery design.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE: Flexible hours required, including evenings and weekends, according to program needs for after-hours and Saturday meetings with clients.

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