

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Associate Correctional Counselor	Level: I
Title Code No: 51274	Salary: \$43,068/\$49,528-\$62,831 Frequency: ANNUAL
Business Title: Associate Correctional Counselor	Work Location: Rikers Island, East Elmhurst, New York 11370
Division/Work Unit: Strategic Planning and Program/Counseling Unit	Number of Positions: 1
Job ID: 152757	Hours/Shift: Day Tour

Job Description

Under general supervision with latitude for the exercise of initiative and judgment, the Associate Correctional Counselor I is responsible for performing a variety of tasks requiring special skills related to correctional counseling and related tasks. Specific duties and responsibilities include but are not limited to: providing necessary mandated services for inmates relating to critical illnesses and death of family members; assisting hearing impaired/deaf mute inmates; assisting with foster care visits to inmates; discharge planning; coordinating the facility's volunteer and community based organizations' programs; provide some individual counseling; providing some orientation to new admissions; assisting with marriage, birth certificate and social security applications; assisting with special programs; preparing and submitting reports as needed. The ideal candidate has prior experience providing direct and/or oversight services to similar population.

Minimum Qualification Requirements

1. A four year high school diploma or its educational equivalent and five years of satisfactory full-time experience providing direct counseling, guidance, crisis-intervention or informational and referral services, to inmates of a correctional facility, substance abusers or a similar client population; or
2. Education and experience equivalent to "1" above. Thirty (30) semester credits from an accredited college will be considered equivalent to one year of the required experience. However, all candidates must have a four year high school diploma or its educational equivalent and at least two years of experience as described in "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.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#152757.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#152757.

Attention: Sharen Harris

**Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.**

Posting Date: 06/26/2014

Post Until: 07/11/2014

The City of New York is an Equal Opportunity Employer