

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

Civil Service Title: Community Coordinator	Level: none
Title Code No: 56058	Salary: \$60,000-\$75,000 Frequency: ANNUAL
Business Title: Program Coordinator, Animal Assisted Therapeutic Programming	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Adult Offender Programs & Community Partnership	Number of Positions: 1
Job ID: 229081	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks a candidate to serve as a Program Coordinator for the animal assisted therapeutic program. Under the direction of the Deputy Commissioner for Adult Offender Programs & Community Partnerships, or designee the selected candidate will focus on the coordination and administration of animal assisted therapeutic programming. The incumbent will actively develop animal based programming including but not limited to therapy, canine training information, and animal foster care operations. The duties of this position will include but is not limited to:

- Developing strategies as well as short and long term goals related to the expansion of animal care assisted programming;
- Developing, implementing, coordinating, and monitoring various types of animal care related programs for individuals in the custody of the Department of Correction;
- Facilitating basic animal behavior modification and obedience skills to program participants;
- Actively recruiting, engaging, and sustaining partnerships with organizations, volunteers and other entities for the purposes of program expansion;
- Conducting full range of activities related to capacity building such as staff training, curriculum development, animal selection and care, temperament screening protocols, and inmate recruitment;
- Researching grant funded opportunities, meeting with foundations and potential funders; preparing, developing, and submitting grant proposals;
- Complying with grant reporting and tracking requirements, as required by foundations, donors and other entities;
- Maintaining data and files on programming efforts and inmate participation;
- Assisting with the quality assurance and monitoring of programs to ensure compliance with newly developed standards;
- Formulating audit protocols, preparing for and performing audits; compiling data, and preparing reports to summarize findings;
- Developing recommendations to maximize program participation;
- Utilizing data to evaluate, modify and improve programming efforts;
- Serving as the liaison with various rescues, shelters and animal welfare organizations;
- Preparing reports and presentation materials for briefings with external and internal stakeholders;
- Performing related duties as assigned.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience equivalent to "1", "2" above. However, all candidates must have at least one year of experience in "1" above.

Preferred Skills

Professional dog training certification (CPDT) is a plus;
 Certified dog behavior consultant (CDBC) is a plus;
 Experience working with and developing programs for criminal justice involved populations;
 Knowledge of best practices related to at risk or incarcerated populations;
 Knowledge of positive reinforcement dog training methods, animal therapy trends and animal behavior;
 Knowledge of fundraising information sources; proposal writing, institutional donors, basic fundraising techniques and strategies;
 Microsoft Office (Word, Excel, Outlook, PowerPoint) proficiency;
 Excellent writing, communication, inter-personal, analytical, research, problem solving and organizational skills.

Residency Requirements

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 and search for Job ID#: 229081.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 229081

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Post Date: 01/20/2016

Post Until: 01/26/2016

The Department of Correction and The City of New York are Equal Opportunity Employers