

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

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$60,000 - \$70,000 Frequency: ANNUAL
Business Title: Program Coordinator	Work location: Hazen Street (Rikers Island), East Elmhurst, NY 11370
Division/Work Unit: Adult Programing & Community Partnerships	Number of Positions: 5
Job ID: 234277	Hours/Shift: Days/Evenings/Weekends/Various

Job Description

The New York City Department of Correction manages an average daily inmate population of approximately 10,000 individuals and provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one year or less of jail time. The DOC seeks to recruit Program Coordinators to assist with coordinating all aspects of adult inmate activities and programs. Under general supervision, the successful candidates will be responsible for ensuring that program goals and objectives are accomplished according to the policies and mandates that govern inmate program operations. Typical duties of this position will include but is not limited to:

- Interacting on a daily basis with correctional staff and the adult inmate population in designated facilities to coordinate inmate programs;
- Supporting the Senior Program Coordinator with ensuring inmate program service delivery;
- Partnering with the Deputy Warden of Programs to facilitate inmate programs and activities;
- Participating in special studies and program research projects; attending meetings, trainings and forums;
- Preparing reports and documenting inmate attendance at program services and activities;
- Ensuring the proper processing of all inmates for programmatic needs;
- Ensuring that all inmates participating in program services and activities receive quality services that comply with the federal/state/city/local regulations, legal mandates and correctional standards;
- Performing related duties as assigned.

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 which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

- Knowledge of inmate programs, services and delivery systems;
- Knowledge of practices, procedures, and methods related to inmate program area;
- Ability to evaluate the effectiveness of programs and services;
- Ability to develop and implement new and revised programs, policies, procedures and guidelines;
- Experience working directly with developmentally disabled adults in a group, community, educational, or institutional setting is preferred;
- Ability to work independently managing multiple initiatives;
- Ability to establish and maintain effective working relationships with all levels of correctional staff.

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# 234277**
For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 234277**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 3/3/16

Post Until: 3/17/16