

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

**REPOST**

<b>Civil Service Title:</b> Associate Correctional Counselor	<b>Level:</b> II
<b>Title Code No:</b> 51274	<b>Salary:</b> \$54,347 - \$74,187 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Counselor	<b>Work Location:</b> Hazen Street (Rikers Island), East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Adult Programming & Community Partnerships	<b>Number of Positions:</b> 3
<b>Job ID:</b> 234282	<b>Hours/Shift:</b> Day/Evenings/Weekends/Various
<b>Job Description</b>	
<p>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 department seeks to recruit Counselors who will be responsible for implementing and facilitating rehabilitative and behavioral modification treatment programs for the adult inmate population. Associate Counselors, II will be responsible for the supervision of subordinate staff. They will interact daily with adult inmates in designated housing or program areas, implement rehabilitative and behavioral modification programs and services; coordinate and supervise adult inmates daily living activities; enforce behavioral modification programs and facility rules; actively participate in individual and group treatment activities; support and promote rehabilitation and treatment programs; attend training sessions, workshops, and staff meetings to improve knowledge, skills, and abilities; work with uniformed correctional staff and service providers to achieve rehabilitative program goals; prepare reports and document inmate treatment progress, group interaction, and positive inmate behavior; recommend modifications to treatment plans, mentor inmates exhibiting behavioral problems; they will provide status reports to executive level staff on current plans and initiatives; and perform related duties as assigned.</p>	
<b>Minimum Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Ability to establish and maintain effective working relationships with all levels of correctional staff;</li> <li>• Ability to exercise independent judgment, prepare written reports and documents;</li> <li>• Knowledge of counseling techniques, behavior modification and intervention techniques;</li> <li>• Ability to mentor and provide positive interaction, guidance and leadership to adult inmate populations;</li> <li>• Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills;</li> <li>• Knowledge and understanding of effective supervision and leadership skills.</li> </ul>	
<b>Residency Requirement</b>	
<p>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 the interview.</p>	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for Job ID# 234282 For all other applicants: Go to <a href="https://a127-jobs.nyc.gov">https://a127-jobs.nyc.gov</a> and search for Job ID# 234282 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
<b>Posting Date:</b> 4/25/16	<b>Post Until:</b> 11/4/16

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