

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

Civil Service Title: Administrative Director of Social Services	Level: M-1
Title Code No: 10056	Salary: \$75,000.00 - \$90,000.00 Frequency: Annual
Business Title: Director of Counseling/Social Services	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Adult Programming & Community Partnership	Number of Positions: 1
Job ID: 242561	Hours/Shift: Days/Evenings/Weekends/Various

Job Description

The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It 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 operates 12 inmate facilities, nine of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.

The Office of Adult Programming & Community Partnerships has been established to provide adults 22+ with additional support and programming in order to reduce idleness while in custody, and recidivism rates upon discharge. It provides adults offenders with positive and productive programming, and tools for successful reintegration. In collaboration with the Deputy Commissioner and Assistant Commissioner of Adult Programs, the primary role of the Director of Counseling/Social Services will be to monitor and supervise all jail-based counseling and social service programs within the portfolio of the Office of Adult Programming & Community Partnerships, including the direct supervision of all ACII counseling staff. The Director of Counseling/Social Services will provide staff support and departmental guidance on the provision of effective jail-based programming, re-entry focused programing, evidence-based services and program implementation. In collaboration with the Deputy and Assistant Commissioner, other senior level program staff and community stake holders, S/he will draft policy memos and procurement/contract documents related to sustaining and developing effective programs in DOC facilities. In collaboration with the Deputy and Assistant Commissioner of Adult Programs, S/he will be responsible for organizing uniform and non-uniform staff training opportunities to ensure that best practice jail-based programs are being implemented across all DOC facilities. The Director of Counseling/Social Services will also help to ensure the integrity of evidence-based counseling and social services, as well as the expansion of innovative programs aimed at reducing in-facility violence and reducing recidivism rates post community release. The Director of Counseling/ Social Services will be responsible for tracking the implementation and progress of established counseling services and jail-based programs, providing updates, written reports, presentations and qualitative/quantitative analysis of progress and impact made. The Director of Counseling/Social Services will work closely and collaboratively with an interdisciplinary team and liaise between departments, having regular contact with uniform staff, program coordinators, ACI counselors and other relevant staff members. This individual will also ensure that program goals and benchmarks are maintained; he/she must be able to effectively communicate, troubleshoot, and strategically identify creative solutions for programmatic challenges.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

Preferred Skills

- Master Degree in Social Work or a related field
- Clinical Experience with Justice-Involved or other high-risk populations
- Supervisory Experience
- Experience with grant-writing and New York City contracting and procurement procedures
- Excellent written and oral communication skills
- Strong organization and project management skills
- Very strong interpersonal skills and the ability to build strong relationships
- Ability to think creatively and quickly
- Demonstrated ability to manage complex projects with a variety of stakeholders and work under strict time constraints
- Demonstrated proficiency with Microsoft Office Suite (PowerPoint, Word, Excel, outlook, Access, etc.)
- Evidence of a strong work ethic and a commitment to working with Justice-Involved populations
- Experience and comfort working in a jail setting is a plus

Residency Requirement

New York City Residency is not required for this position.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 242561

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 242561

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

Only candidates under consideration will be contacted.

Posting Date: 6/6/16	Post Until: 6/20/16
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