

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

Civil Service Title: Heath Services Manager	Level: M-1
Title Code No: 10069	Salary: \$57,210.00-\$75,000 Frequency: ANNUAL
Business Title: Health Services Coordinator	Work Location: 75-20 Astoria Boulevard East Elmhurst, NY 11370
Division/Work Unit: Health Affairs	Number of Positions: 1
Job ID: 235799	Hours/Shift: Day
Job Description	
<p>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 15 inmate facilities, ten 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. Reporting directly to the Deputy Commissioner, Health Affairs the Health Services Manager will support all facets of program operations including but not limited to:</p> <ul style="list-style-type: none"> • Maintains custody, security and provides proper care, treatment and discipline of all inmates on a twenty-four hour a day basis; • Manages/evaluates the activities of medical based inmate programs; • Meets with senior staff to discuss status of programs activities, and makes recommendations on administrative and operational problems and issues; • Collaborates with city, state and federal agencies in order to increase agency capacity to address health issues adversely effecting inmate population; • Develops and coordinates community resources to better provide services to center residents; • Prepares evaluation reports, performs analyses and reviews program initiatives, funding and performance; • Provides technical assistance and training to subordinate staff in techniques of program implementation and management <p>This role will involve interaction with other divisions within DOC requiring a candidate that can effectively work with all levels of management and employees as well as maintain a high level of confidentiality. The workload is highly process-driven requiring an extremely detailed oriented candidate.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and five years of full-time professional satisfactory experience acquired within the last fifteen years, in a health services setting such as a laboratory, hospital, or other patient care facility, or in a public health, environmental health, or mental hygiene program, at least 18 months of which must have been in a managerial capacity, consisting of managerial experience clearly demonstrating the ability to perform difficult and responsible managerial work, requiring independent decision-making concerning program management, planning, allocation of resources, and the scheduling and assignment of work 2. Education and/or experience equivalent to "1" above. Education may be substituted for experience on the basis that each 30 graduate semester credits from an accredited college in hospital administration, public health, public administration, business administration, management or administration can be substituted for one year of non-managerial experience up to a maximum of 60 semester credits for two years. However, all candidates must have a minimum of a baccalaureate degree and 18 months of managerial experience as described in "1" above. 	
Preferred Skills	
<ol style="list-style-type: none"> 1. Master's degree preferred; 2. A minimum of three years of clinical experience working in a correctional, detention, or residential facility; 3. In depth knowledge of MS Office products; 4. Ability to design and create reports; 5. Excellent decision making, and communication skills; 6. Team player and the ability to work in a fast-paced environment. 	
Residency Requirement	
<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 interview.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID#235799 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID#235799 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Posting Date: 3/17/16	Post Until: 3/31/16

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