

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

<b>Civil Service Title:</b> Community Coordinator	<b>Level:</b> 00
<b>Title Code No:</b> 56058	<b>Salary:</b> \$48,895-\$56,229/\$75,900 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Program Coordinator	<b>Work location:</b> Hazen Street (Rikers Island) East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Adult Programming & Community Partnerships	<b>Number of Positions:</b> 4
<b>Job ID:</b> 215017	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction manages an average daily inmate population of approximately 14,000 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 Commissioner for Adult Programming and 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 other related duties as assigned.

**Note:**

This position will be in a correctional facility work environment which requires direct interaction with inmates who are designated at various levels of classification.

**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**

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 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 the interview.

**To Apply**

For City employees: Go to Employee Self-Service (ESS)-[www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID#:215017

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#: 215017

Submission of a resume is not a guarantee that you will receive an interview.  
 Only candidates under consideration will be contacted.

<b>Post Date:</b> 09/18/2015	<b>Post Until Filled</b>
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**The New York City Department of Correction and The City of New York are Equal Opportunity Employers**