DEPARTMENT OF CORRECTION
Job Posting Notice
REPOST

Civil Service Title: Correctional Standards Review Specialist	**Level:** 02
Title Code No: 52615	**Salary:** $55,403 - $79,102 **Frequency:** ANNUAL
Business Title: PREA Compliance Manager	**Work Location:** 75-20 Astoria Boulevard East Elmhurst, New York 11370
Division/Work Unit: Sexual Abuse & Harassment Prevention	**Number of Positions:** 5
Job ID: 223920	**Hours/Shift:** Day Tour

Job Description

The New York City Department of Correction is one of the largest municipal jail systems in the United States which provides care, custody and control of inmates, 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The DOC seeks to recruit Compliance Managers to support the Prison Rape Elimination Act (PREA) within the Office of Sexual Abuse and Harassment Prevention. PREA is a federal law enacted to provide for the analysis of the incidence and effects of prison rape in federal, state, and local institutions, and to provide information, resources, recommendations and funding to protect individuals from prison rape. Under general supervision, the PREA Compliance Managers will perform typical duties to include but is not limited to:

- Supporting the PREA Director to ensure facility compliance with the Prison Rape Elimination Act standards;
- Assessing and monitoring facility staffing levels and required video monitoring;
- Ensuring the facility develops and documents a staffing plan that considers sexual safety and appropriate monitoring and reporting;
- Ensuring the facility uses intake risk screening information for proper housing assignment in order to maintain a sexually safe environment;
- Ensuring sexual assaults and harassment incidents remain confidential and available on a need to know basis;
- Ensuring victims of sexual assaults and harassment receives treatment and counseling; and investigation obligations are met;
- Ensuring all area supervisors and first responders understand their on-scene obligations for a reported incident;
- Ensuring access to inmate risk assessment information is limited to only essential facility personnel in order to protect sensitive information from misuse;
- Ensuring that there are multiple functioning methods to report incidents of sexual abuse and harassment within the assigned facility and these methods are posted and widely publicized;
- Ensuring a Sexual Abuse Incident Review meeting is held within 30 days of the conclusion of all substantiated and unsubstantiated PREA allegations;
- Establishing and maintaining a positive working relationship with DOC Investigation Unit (ID) as well as the NYC Department of Investigations (DOI) to ensure ongoing and effective communications regarding sexual assault prevention, reporting response, investigation and retaliation monitoring;
- Ensuring relevant and appropriate information is made available for victim advocates to provide victims with emotional support, crisis intervention, information and referrals;
- Maintaining a PREA logbook for legal documentation of all sexual allegation incident information;
- Working in collaboration with facility personnel to prepare for PREA pre and full compliance audits;
- Preparing and presenting pre-audit reports and working collaboratively with facility personnel on the development of corrective action plans;
- Performing related duties as assigned.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university and two years of full-time paid experience in correction, social work, psychology, law, public administration or related field providing direct services to an inmate or detention population within a correctional or related facility; or

2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and four years of full-time paid experience as described in "1" above; or

3. Education and/or experience equivalent to "1" or "2" above. Service as an inmate in a correctional or related facility may be substituted for a portion of the required experience up to a maximum of two years on a year for year basis. A graduate degree from an accredited college or university with a major in social work, psychology, law, criminal justice or public administration which includes a field placement performing duties as described above may be substituted for up to one year of full-time paid experience as described above. However, all candidates must have at least one year of full-time paid experience as described in "1" above.

Preferred Skills

Professional experience working in a correctional institution performing auditing or compliance;

Knowledge of PREA policies, procedures, reporting standards; Knowledge of consent decrees, federal, state and local laws regarding sexual abuse and harassment; Knowledge of the principles and practices of correctional program development, implementation and evaluation; problem-solving and conflict resolution;

Ability to communicate effectively, both orally and in writing;

Ability to establish and maintain effective working relationships with correctional staff;

Ability to organize and conduct several projects simultaneously; analyze complex situations and recommend an appropriate course of action; Ability to maintain a high level of confidentiality;

MS Office (Word, Excel, PowerPoint, Outlook) proficiency.

Residency Requirement

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 For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# **223920** For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# **223920** Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted..	
Posting Date: 4/25/16	**Post Until:** 6/20/16

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