

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

Civil Service Title: Community Associate	Level: N/A
Title Code No: 56057	Salary: \$34,644.00 - \$40,000.00 Frequency: ANNUAL
Business Title: Program Assistant	Work location: Various including Riker's Island & Borough Facilities
Division/Work Unit: Adult Programming & Community Partnerships	Number of Positions: 9
Job ID: 237920	Hours/Shift: Day Tour

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 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.

The DOC seeks to recruit Program Assistants. Under supervision of the Program Coordinator, the selected candidates will be assigned to each facility to support the staff providing programs and services to the adult population. He/she will support the Counselling and the Recreation Units as well as serve as a resource for the Grievance staff and Law Library staff. The Program Coordinator will be responsible for but not limited to;

- Prepare weekly report, monthly reports, clearance requests, and meeting minutes
- Develop schedules
- All clerical work generated by staff involved in programs and services
- May be responsible for planning and coordinating counseling programs for inmates
- Prepares reports and maintains appropriate records
- Filing, copying, faxing, and ordering supplies
- Perform related duties as assigned
- Assist on special projects

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

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 interview.

Work Locations

These nine (9) vacancies will be assigned to various facilities including:

1. Eric M. Taylor Center (EMTC)
2. Anna M. Kross Center (AMKC)
3. Otis Bantum Correctional Center (OBCC)
4. George R. Vierno Center (GRVC)
5. Rose M. Singer Center (RMSC)
6. Robert N. Davoren Complex (RNDC)
7. Brooklyn Detention Complex (BKDC)
8. Vernon C. Bain Center (VCBC)
9. Manhattan Detention Complex (MDC)

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 237920

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 237920

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

Only candidates under consideration will be contacted.

Post Date: 04/06/16

Post Until: 4/20/16

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