City of New York  
DEPARTMENT OF CORRECTION  
Job Vacancy Notice

<table>
<thead>
<tr>
<th>Civil Service Title: Community Coordinator</th>
<th>Level: N/A</th>
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</thead>
<tbody>
<tr>
<td>Title Code No: 56058</td>
<td>Salary: $50,362/$57,916</td>
</tr>
<tr>
<td>Frequency: ANNUAL</td>
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<tr>
<td>Business Title: Program Counselor</td>
<td>Work location: Rikers Island</td>
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<td></td>
<td>East Elmhurst, New York 11370</td>
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<tr>
<td>Division/Work Unit: Youthful Offender Programs</td>
<td>Number of Positions: 4</td>
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<tr>
<td>Job ID: 294394</td>
<td>Hours/Shift: Day Tour</td>
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### 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 Department manages 12 inmate facilities, 9 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 each borough.

The DOC seeks to recruit Program Counselors who will be responsible for implementing and facilitating rehabilitative and behavioral modification treatment programs for the adolescent and young adult inmate population. Under general supervision, Program Counselors will interact daily with adolescent and young adult inmates in designated housing areas, implement rehabilitative and behavioral modification programs and services, coordinate and supervise adolescent daily living activities, enforce behavioral modification program and facility rules, actively participate in individual and group treatment activities, support and promote rehabilitation and treatment programs, attend training sessions, workshops, and staff meetings to improve knowledge, skills, and abilities, work with uniformed correctional staff and service providers to achieve rehabilitative program goals, prepare reports and document inmate treatment progress, group interaction, and positive inmate behavior, respond alongside uniformed correctional staff to manage incidents in the designated housing areas to ensure safety and security of inmates.

### 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 which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

### Preferred Skills

- Experience working directly with juveniles (ages 10-18) or developmentally disabled adults or adolescents (age 10 and up) in a group, community, educational, or institutional setting is preferred.
- Ability to establish and maintain effective working relationships with all levels of correctional staff.
- Ability to exercise independent judgment, prepare written reports and documents.
- Knowledge of adolescent development and behavior, counseling techniques, behavior modification and intervention techniques.
- Ability to mentor and provide positive interaction, guidance and leadership to adolescent and young adult populations.
- Excellent writing, communication, interpersonal, analytical, research, problem-solving, and organizational skills.

### 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.

### 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# 294394

For all other applicants: Go to [https://a127-jobs.nyc.gov](http://https://a127-jobs.nyc.gov) and search for Job ID# 294394

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

Only candidates under consideration will be contacted.

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