City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice
REPOST

Civil Service Title: Associate Correctional Counselor	**Level:** II
Title Code No: 51274	**Salary:** $54,347 - $62,000 **Frequency:** ANNUAL
Business Title: Re-entry Coordinator	**Work location:** 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Programs Division/Reentry Services (I-CAN)	**Number of Positions:** 3
Job ID: 227167	**Hours/Shift:** Day/Evening Tour including weekends

Job Description

The New York City Department of Correction has a unique opportunity for a Reentry Coordinator in the Reentry Services Unit. The successful candidate will be responsible for ensuring the effective delivery of the Individualized Correction Achievement Network (I-CAN) program. I-CAN is an innovative, state-of-the-art reentry initiative designed to reduce recidivism among inmates who are at moderate to high risk of re-offending. Inmates who participate in the program receive a broad range of jail-and community-based services, including employment assistance, housing, family support, and substance use treatment. Responsibilities include, but are not limited to:

- Ensuring the effectiveness of I-CAN services at one or more facilities. Collaborating with contracted providers and serving as a liaison between providers and DOC staff. Escalate any provider and/or DOC operation/issues as they arise.
- Contribute to the development of innovative strategies to maximize program participation and performance. Evaluating program performance against targets. Tracking program participation and preparing reports to document activities.
- Coordinating program activities, including scheduling of on-going activities, planning special events, and assembling workshop class calendars. Carrying out special projects to advance the goals of the Reentry Services unit.
- Using motivational interviewing and other techniques to engage inmates in reentry services and assess their needs, including employment, housing, and substance use. Refer inmates to partner organizations for services. Documenting inmate assessments utilizing appropriate reporting mechanisms, including web-based data collection systems.
- Monitoring program participation and retention. Following up with program participants to obtain feedback on I-CAN services and to ensure that their program-related needs are being met.
- Developing partnerships and collaborative relationships with service providers to ensure smooth service delivery.
- Assisting in the development of short and long term plans for reentry programming. Researching best practices to inform program improvement. Carrying out special projects to support reentry services.
- Preparing presentation materials, reviewing reports and documents, prioritizing and managing multiple projects simultaneously, and performing other duties as assigned.

Qualification Requirements

1. A four year high school diploma or its educational equivalent and five years of satisfactory full-time experience providing direct counseling, guidance, crisis-intervention or informational and referral services, to inmates of a correctional facility, substance abusers or a similar client population; or
2. Education and experience equivalent to "1" above. Thirty (30) semester credits from an accredited college will be considered equivalent to one year of the required experience. However, all candidates must have a four year high school diploma or its educational equivalent and at least two years of experience as described in "1" above.

Preferred Skills

- Microsoft Office Suite (PowerPoint, Word, Excel, Outlook etc.) proficiency;
- Experience in a high-paced environment, with the ability to manage information and distribute appropriately;
- Ability to establish positive working relationships with multiple units and different levels of staff;
- Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills;
- The candidate must be well-organized, proactive, resourceful, flexible, and able to communicate with staff (at all levels) in a fast-paced environment, meet deadlines, and perform with a high level of professionalism.

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 and search for Job ID# **227167**
For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# **227167**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 4/25/16		**Post:** 6/20/16

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