

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

<b>Civil Service Title:</b> Administrative Director of Social Services	<b>Level:</b> M-I
<b>Title Code No:</b> 10056	<b>Salary:</b> \$70,000-\$80,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Senior Program Coordinator	<b>Work location:</b> Hazen Street (Rikers Island) East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Youthful Offender Programming	<b>Number of Positions:</b> 1
<b>Job ID:</b> 219151	<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 a Senior Program Coordinator to assist with overseeing and coordinating all aspects of adolescent and young adult inmate activities and programs. Under general supervision, the successful candidate will be responsible for ensuring that program goals and objectives are accomplished according to the policies and mandates that govern youthful offender 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 adolescent and young adult populations in designated facilities to coordinate inmate programs;
- Evaluating programs and programs delivery; ensuring that established policies and procedures are followed in relation to the programs and services for the adolescent and young adult inmate populations;
- Supervising program coordinators assigned to facilitate program services and activities;
- Partnering with the Deputy Commissioner for Youthful Offender Programming and the Deputy Warden of Programs to enrich programs and remedy deficiencies;
- Participating in special studies and program research projects; attending meetings, trainings and forums;
- Preparing reports and documenting inmate attendance at program services and activities;
- Assisting with the planning and implementation of long range projects related to inmate programs and services;
- Ensuring proper processing of all adolescent and young adult inmates for programmatic needs;
- Ensuring that all adolescent and young adult 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 adolescent and young adult inmates who are designated at various levels of classification.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

**Preferred Skills**

Knowledge of adolescent and young adult inmate programs, services and delivery systems;  
 Knowledge of program evaluation, planning, and analysis techniques;  
 Knowledge of practices, procedures, and methods related to adolescent 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 young adults and adolescents 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 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# 219151**

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for **Job ID# 219151**

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

Only candidates under consideration will be contacted.

**Post Date:** 10/15/15

**Post Until:** Until Filled

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