

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Director of Social Services	Level: M-I
Title Code No: 10056	Salary: \$73,000.00 - \$83,000.00 Frequency: ANNUAL
Business Title: Senior Program Manager of Disabilities	Work location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Health Affairs	Number of Positions: 1
Job ID: 257959	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States providing for the care and custody of inmates 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The DOC operates 12 inmate jail facilities including nine on Rikers Island, the court commands in each of the five boroughs, and two prison hospital wards. The department manages an average daily population of over 11,500 inmates and employs more than 10,000 uniformed and non-uniform staff.

The DOC seeks to recruit a Senior Program Manager of Disabilities to create and implement a grievance process for inmates. The selected candidate will be responsible for the following;

- Track and report all inmates listed as disabled by the program staff in all facilities on a weekly basis.
- Respond to concerns presented to the department in a timely fashion.
- Supervise individuals designated to the department.
- Meet with inmates that have expressed concerns.
- View accommodations made to ensure ADA compliance.
- Inform inmates of their rights on an ongoing basis
- Provide alternative formats for publications, activities, and equipment as needed
- Develop materials that inform staff about disability awareness.
- Provide training to staff in regards to Disability awareness.
- Develop training materials for Inmate Assistants, working in areas designated for inmates that are disabled.
- Provide technical assistance to and responding to design inquires by architectural, facility staff on an ongoing basis.
- Evaluating existing facilities, such as intake and visit areas, making recommendations for barrier-free modifications and monitoring construction.
- Review architectural drawings and conducting on site-review to ensure full ADA compliance with the most current design standards for new construction.
- Ensuring the inclusion of disabled inmates and training of staff in emergency planning and preparation providing disability-related resources for discharge planning.
- Provide wheelchair accessible, para transit transportation services.
- Perform other duties as assigned by the Deputy Commissioner of Health Affairs.

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

Experience with teaching/training in regards to populations with special needs.

Residency Requirements

New York City Residency is not required for this position.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 257959

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 257959

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

Only candidates under consideration will be contacted.

Post Date: 9/6/16

Post Until: 9/20/16

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