City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Director of Social Services	**Level:** M-II
Title Code No: 10056	**Salary:** $70,000-$80,000 **Frequency: ANNUAL**
Office Title: Senior Program Coordinator for Adolescent and Young Adult Programming	**Work location:** Hazen Street (Rikers Island) East Elmhurst, NY 11370
Division/Work Unit: Youthful Offender Programs	**Number of Positions:** 1
Job ID: 237010	**Hours/Shift:** Day Tour

Job Description

The New York City Department of Correction manages an average daily adolescent/young adult 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/young adult 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 adolescent/young adult 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/young adult population in designated facilities to coordinate adolescent/young adult programs;
- Evaluating programs and programs delivery; ensuring that established policies and procedures are followed in relation to the programs and services for the adolescent/young adult populations;
- Supervising program coordinators assigned to facilitate program services and activities;
- Partnering with the Deputy Commissioner for Adult 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 adolescent/young adult attendance at program services and activities;
- Assisting with the planning and implementation of long range projects related to adolescent/young adult programs and services;
- Ensuring proper processing of all adolescent/young adults for programmatic needs;
- Ensuring that all adolescents/young adults 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/young adults 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/young adult programs, services and delivery systems;
Knowledge of program evaluation, planning, and analysis techniques;
Knowledge of practices, procedures, and methods related to adolescent/young adult 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 adults 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 Requirement

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# 237010**
For all other applicants: Go to https://a127-jobs.nyc.gov and search for **Job ID# 2377010**

Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 03/29/16	**Post Until: 04/11/16**

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