

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

Civil Service Title: Administrative Director of Social Services	Level: M-III
Title Code No: 10056	Salary: \$70,000-\$80,000 Frequency: ANNUAL
Business Title: Senior Program Coordinator	Work location: Hazen Street (Rikers Island) East Elmhurst, NY 11370
Division/Work Unit: Adult Programming & Community Partnerships	Number of Positions: 1
Job ID: 214741	Hours/Shift: 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 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 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 adult inmate population 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 inmate population;
- 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 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 inmates for programmatic needs;
- Ensuring that all 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 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 inmate programs, services and delivery systems;
 Knowledge of program evaluation, planning, and analysis techniques;
 Knowledge of practices, procedures, and methods related to 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 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 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#:214741.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 214741

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

Post Date: 09/17/2015

Post Until Filled

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