

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

Civil Service Title: Community Associate	Level: N/A
Title Code No: 56057	Salary: \$34,644.00 - \$57,655.00 Frequency: ANNUAL
Business Title: Workforce Development Initiatives Program Assistant	Work location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Youthful Offender Programs	Number of Positions: 1
Job ID: 237215	Hours/Shift: Day Tour

Job Description

The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It 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 operates 15 inmate facilities, ten of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.

The candidate selected will be assigned to the Workforce Development unit within the Youthful Offender division. This candidate will serve as a Program Coordinator for all workforce development initiatives including but not limited to the "Trading Futures" and the "Industry Recognized Training" (IRT) programs. Trading Futures is a Career and Technical Education (CTE) initiative designed to introduce sentenced and detained young-adult inmates 18-21 in the Department's custody to a Career and Technical Education (Coop Tech) or other DOE CTE programs following their release. Industry Recognized Training (IRT) is a workforce initiative designed to enhance the employability of sentenced and detained young-adult inmates 18-21 in the Department's custody through the provision of the short term industry recognized hard skill training courses. The candidate will assist the Program Directors and Program Coordinators with the implementation of the Trading Futures and IRT. Essential duties and responsibilities include but are not limited to:

- Identify young adults who may be eligible for program enrollment;
- Recruit young adults;
- Collect attendance and enter in online database;
- Schedule provider visits and process security clearances;
- Prepare reports in Microsoft word and excel, and conduct power point presentations to internal and external audiences;
- Research best practices to inform program development;
- Perform other administrative duties as requested by the directors and Program Coordinators.

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

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# 237215

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 237215

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 Until: 6/20/16

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