

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

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$60,000 - \$70,000 Frequency: ANNUAL
Business Title: Program Coordinator, Animal Assisted Therapeutic Programming	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Adult Programming Division	Number of Positions: 1
Job ID: 254622	Hours/Shift: Day/Evenings/Weekends
Job Description	
<p>The New York City Department of Correction seeks a candidate to coordinate a specialized Animal Assisted Therapeutic program for adult inmates in DOC custody. Under the direction of the Deputy Commissioner of the Adult Programming Division or designee, the selected candidate will focus on the coordination and administration of a Animal Assisted Therapeutic program that will provide inmates with experience and instruction in the care and training of rescue dogs with the goals of increasing the dogs chances of being adopted, and instilling a sense of pride, responsibility in the inmates while helping them learn new skills that may help them obtain employment upon release. The incumbent will actively develop animal based programming, including but not limited to inmate-led Animal Assisted Therapeutic training, pathways to employment for inmates in animal care and training professions, coordination of adoption events, and maintaining a partnership with a rescue shelter organization. The duties of this position will include but is not limited to:</p> <ul style="list-style-type: none"> • Develop strategies as well as short and long term goals related to the implementation and expansion of the Animal Assisted Therapeutic program for adult inmates • Develop, implement, coordinate, and monitor various types of Animal Assisted Therapeutic programs for adults in the custody of DOC • Facilitate basic animal behavior modification, training and animal care skills to program participants on the participating housing units • Actively recruit, engage, and sustain partnerships with organizations, volunteers, and other entities for the purpose of program sustainability and expansion • Conduct a full range of activities related to capacity building such as uniform staff training, curriculum development, animal selection and care, temperament screening protocols, and inmate recruitment • Research grant funding opportunities, meeting with foundations and potential funders, preparing, developing, and submitting grant proposals • Comply with grant reporting and tracking requirements as required by foundations, donors, and other entities • Maintain data and files on programming efforts and inmate participation • Assist with quality assurance and monitoring of program to ensure compliance with newly developed standards • Formulate audit protocols, preparing for and performing audits, compiling data, and preparing reports to summarize findings • Develop recommendations to maximize program participation • Design and implement outcomes measures and metrics, and conduct program evaluation to determine attainment of goals and provide recommendations for continued program improvement/modification 	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above. 	
Preferred Skills	
<ul style="list-style-type: none"> • Excellent verbal and written communication, inter-personal, analytical, and problem-solving skills; • Ability to work on multiple projects simultaneously; • Professional dog training certification (CPDT) is a plus • Certified dog behavior consultant (CDBC) is a plus • Experience working with and developing programs for criminal justice involved populations is a plus • Knowledge of best practices related to criminal justice involved and at-risk populations is a plus • Knowledge of positive reinforcement dog training methods, animal therapy trends and animal behavior • Knowledge of fundraising information sources; proposal writing, institutional donors, fundraising techniques and strategies • Knowledge of basic research and evaluation development techniques 	
Residency Requirement	
<p>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</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 254622 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 254622 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Posting Date: 8/18/16	Post Until: 9/1/16

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