

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

<b>Civil Service Title:</b> Administrative Director of Social Services	<b>Level:</b> M-I
<b>Title Code No:</b> 10056	<b>Salary:</b> \$70,000 - \$90,000.00 <b>Frequency:</b> ANNUALLY
<b>Office Title:</b> Senior Reentry Coordinator	<b>Work location:</b> 75-20 Astoria Boulevard, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Programs Division/Reentry Services (I-CAN)	<b>Number of Positions:</b> 1
<b>Job ID:</b> 242391	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>The New York City Department of Correction has a unique opportunity for a Senior Reentry Coordinator in the Reentry Services Unit. The successful candidate will be responsible for ensuring the effective delivery of the Individualized Correction Achievement Network (I-CAN) program. I-CAN is an innovative, state-of-the-art reentry initiative designed to reduce recidivism among inmates who are at moderate to high risk of re-offending. Inmates who participate in the program receive a broad range of jail- and community-based services, including employment assistance, housing, family support, and substance use treatment. Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Ensuring the effectiveness of I-CAN services at one or more facilities. Collaborating with contracted providers and serving as primary liaison between providers and DOC staff. Addressing both provider and DOC operations issues as they arise.</li> <li>• Training other staff on facility operations and enrollment. Providing guidance on processes and procedures related to I-CAN activities. Supervising Reentry Coordinators, as needed.</li> <li>• Spearheading projects and initiatives to advance the goals the Reentry Services Unit. This may include organizing trainings, events and special programs as well as identifying new resources and opportunities.</li> <li>• Developing and implementing innovative strategies to maximize program participation and performance. Evaluating program performance against targets. Monitoring program participation and preparing reports to document activities.</li> <li>• Lead coordination of program activities, including scheduling of on-going activities, planning special events, and assembling workshop class calendars.</li> <li>• Using motivational interviewing and other techniques to engage inmates in reentry services and assess their needs, including employment, housing, and substance use. Refer inmates to partner organizations for services. Documenting inmate assessments utilizing appropriate reporting mechanisms, including web-based data collection systems.</li> <li>• Monitoring program participation and retention. Following up with program participants to obtain feedback on I-CAN services and to ensure that their program-related needs are being met.</li> <li>• Developing partnerships and collaborative relationships with service providers to ensure smooth service delivery.</li> <li>• Assisting in the development of short and long term plans for reentry programming. Researching best practices to inform program improvement. Carrying out special projects to support reentry services.</li> <li>• Preparing presentation materials, reviewing reports and documents, prioritizing and managing multiple projects simultaneously, and performing other duties as assigned.</li> </ul>	
<b>Minimum Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>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</li> <li>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</li> </ol>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Microsoft Office Suite (PowerPoint, Word, Excel, Outlook etc.) proficiency;</li> <li>• Experience in a high-paced environment, with the ability to manage information and distribute appropriately;</li> <li>• Ability to establish positive working relationships with multiple units and different levels of staff;</li> <li>• Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills;</li> <li>• The candidate must be well-organized, proactive, resourceful, flexible, and possess the ability to communicate with staff (at all levels) in a fast-paced environment, meet deadlines, and perform with a high level of professionalism.</li> </ul>	
<b>Residency Requirements</b>	
New York City residency is not required for this position.	
<b>To Apply:</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for Job ID# <b>242391</b>  For all other applicants: Go to <a href="https://a127-jobs.nyc.gov">https://a127-jobs.nyc.gov</a> and search for Job ID# <b>242391</b>  Submission of a resume is not a guarantee that you will receive an interview.  Only candidates under consideration will be contacted.</p>	
<b>Post Date:</b> 6/2/16	<b>Post Until:</b> 6/16/16

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