

**City of New York
DEPARTMENT OF CORRECTION**

Job Posting Notice

Civil Service Title: Associate Correctional Counselor	Level: I
Title Code No: 51274	Salary: \$47,549 - \$54,681 Frequency: ANNUAL
Business Title: Counselor	Work Location: Hazen Street (Rikers Island), East Elmhurst, New York 11370
Division/Work Unit: Adult Programming & Community Partnerships	Number of Positions: 2
Job ID: 293814	Hours/Shift: Days/Evenings/Weekends/Various

Job Description

The New York City Department of Correction (DOC) 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 Department manages 12 inmate facilities, 9 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 each borough.

The Adult Programming & Community Partnerships department seeks to recruit Counselors who will be responsible for implementing and facilitating rehabilitative and behavioral modification treatment programs for the adult inmate population. Other duties include but are not limited to the following:

- Interacting daily with adult inmates in designated housing areas
- Participating in or conducts in-service training programs
- Coordinating and scheduling duties of subordinates
- May attend inmate council meetings and perform the duties of a Correctional Counselor when necessary
- Maintains records, writes letters and reports;
- Working on special assignments as requested
- Mentoring inmates exhibiting behavioral problems
- Providing correctional and guidance counseling as well as information and referral services
- Supervising Correctional Counselors and other employees
- Advising on and assisting in planning and conducting correctional programs
- Implementing rehabilitative and behavioral modification programs and services
- Coordinating and supervising adult inmates daily living activities
- Enforcing behavioral modification programs and facility rules
- Actively participating in individual and group treatment activities
- Supporting and promoting rehabilitation and treatment programs
- Attending training sessions, workshops, and staff meetings to improve knowledge, skills, and abilities
- Working with uniformed correctional staff and service providers to achieve rehabilitative program goals
- Preparing reports and document inmate treatment progress, group interaction, and positive inmate behavior Recommending modifications to treatment plans, mentor inmates exhibiting behavioral problems
- Encouraging positive interactions, behaviors, attitudes, ethics and morals
- Assisting inmates with deescalating conflicts
- Managing inmate noncompliance with program rules
- Accompanying inmates to facility programs and activities
- Motivating inmates to maintain general sanitation and hygienic living quarters
- Performing related duties as assigned.

Minimum Qualification Requirements

1. A four year high school diploma or its educational equivalent and five years of satisfactory full-time experience providing direct counseling, guidance, crisis-intervention or informational and referral services, to inmates of a correctional facility, substance abusers or a similar client population; or
2. Education and experience equivalent to "1" above. Thirty (30) semester credits from an accredited college will be considered equivalent to one year of the required experience. However, all candidates must have a four year high school diploma or its educational equivalent and at least two years of experience as described in "1" above.

Preferred Skills

- Ability to establish and maintain effective working relationships with all levels of correctional staff;
- Ability to exercise independent judgment, prepare written reports and documents;
- Knowledge of counseling techniques, behavior modification and intervention techniques;
- Ability to mentor and provide positive interaction, guidance and leadership to adult inmate populations;
- Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills.

Residency Requirement

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 the interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 293814

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 293814

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Posting Date: 7/12/17	Post Until: 7/23/17
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